

# *STATE OF INDIANA*



*AUDITOR OF STATE*  
*TIM BERRY*

# **SPRING ABSTRACT MANUAL**

## **FILING ELECTRONICALLY**

The Auditor of State is pleased that the County Auditors are filing the Spring Abstract electronically.

Several questions always arise when completing the abstract, because this is a process done once a year. We have developed the following manual to help guide you through the process.

The Introduction and Part I, II, III and IV of this manual are primarily for the use of the abstract worksheet. Part V of this manual provides information about the abstract data.

If you have any questions, please contact:

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## REQUIREMENTS

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There are a few hardware/software requirements needed in order to complete the abstract worksheet:

1. IBM compatible PC.
2. Excel spreadsheet software.

Questions regarding your ability to meet the requirements should be directed to your Data Processing Manager or Hardware Vendor.

It is **STRONGLY RECOMMENDED** that this manual is read prior to using the abstract worksheet.

Some of this material will refer to your system and Excel worksheet software. As you perform part of the tasks, you may need to refer to your system and Excel software instructions. Since the Auditor of State's Office is not familiar with all the different systems that county auditors have, it is impossible to write instructions specific to each county's system.

# ***DISCLAIMER***

***The abstract worksheet is the sole property of the Auditor of State's Office. Unauthorized use is strictly prohibited. The mathematical formulas in the worksheet are subject to manipulation by the user, whether authorized or unauthorized, all warranties and liabilities for false or incorrect mathematical calculations are disclaimed by the Auditor of State's Office***

## GENERAL INFORMATION

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Do not become overwhelmed by the length and detail of this manual. Using the worksheet is much easier than what it may first appear.

This manual will take you step by step through the process of preparing the abstract.

To the right of Section Five are Review Columns. These columns will help you analyze the grand total current taxes, property tax replacement credit, STATE, COIT and CEDIT homestead credit, CEDIT Residential property tax replacement credit and rounding adjustments made to the county general fund amount. The review columns will help you determine if the abstract appears to be correct prior to submitting it to the Auditor of State's Office.

The review columns and the steps to enter data will be discussed at length later in this manual.

The worksheet will be delivered to you loaded with your county's taxing district names, DLGF taxing district codes, fund names and tax rates. You will enter to the worksheet assessed value data, current taxes charged including property tax replacement and homestead credit amounts, delinquent taxes and penalties and, if any, TIF data. Formulas in the worksheet will calculate all totals and the allocations of taxes between the funds in Sections 2 through 4.

## **IMPORTANT**

**There are predefined formulas in the worksheet DO NOT change any formulas or ADD, or DELETE ROWS and/or COLUMNS. Changes made to any of the formulas will cause calculation errors.**

**The worksheet also contains the taxing district names, DLGF taxing district codes, fund titles, tax rates, property tax replacement credit rates and homestead credit rates specific to your county. These items ARE NOT to be changed in anyway.**

**Data is only to be entered into unprotected cells. DO NOT remove protection from any of the protected cells. If any of the preloaded data in the worksheet is incorrect please contact Brenda Alyea or Janie Cope immediately.**

## ABSTRACT PROCESS OVERVIEW

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- State Auditor sends to Department of Local Government Finance (DLGF) an Excel worksheet.
- Once DLGF certifies tax rates for a county, then DLGF loads to the worksheet the county's taxing district names, DLGF taxing district codes and tax rates including the property tax replacement credit and STATE and COIT homestead credit rates.
- DLGF returns worksheet to State Auditor.
- State Auditor's Office sends worksheet to County Auditor's Office either by e-mail or by regular mail on a CD-ROM or diskette.
- County Auditor enters to worksheet Section 1 and Section 5 data for all taxing districts and, if applicable, all TIF District information.
- County Auditor verifies data entered to worksheet is correct and reviews the Review Area difference columns.
- Once the County Auditor determines that the differences in the Review Area difference columns are rounding differences, then the County Auditor returns worksheet to the State Auditor by e-mail.
- State Auditor's Office verifies that the information entered into the worksheet appears to be complete and correct.
- When the State Auditor's Office has verified that the information on the worksheet appears to be complete and correct, then the County Auditor is notified that the abstract is approved.
- The State Auditor's Office will distribute the one printed copy of the abstract and the two coversheets to the county and one printed copy of the abstract to the DLGF. **Your County will not receive an official approval letter until the State Auditor has received one completed and signed coversheet and one tax rate sheet.**

## GETTING STARTED

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The following instructions will assist you in accessing the Excel Directory, loading the worksheet and saving a copy of the worksheet for a backup.

1. Accessing the Excel Directory on your PC:
  - A. If there is an Icon set up to access Excel, then double click on the Icon to start Excel.
  - B. If there is no Icon, click on the Start Button in the lower left-hand corner of the screen and go to the Program Menus. Find the Excel icon and double click.
  - C. When Excel is opened, a blank worksheet will display.

**If you are using Excel 2000, then go to page 14 of this manual before proceeding. Otherwise proceed to 2.**

2. Saving the Abstract from Email to your PC.
  - A. Open E-mail
  - B. Right click on the attached file and choose **“Save As” ( DO NOT OPEN ATTACHMENT)**.
    - a. If you opt to save the file to your PC hard drive follow the instructions to change the directory to “C” that immediately follows.
    - b. If you opt to save the file to the network hard drive you will need to change the directory to the network directory.
  - C. Change the directory to “C”. It is advisable to create a subdirectory of “C” by creating a new folder. If further assistance is needed creating the subdirectory please contact your in-house systems personnel.
3. If the abstract worksheet was delivered on a CD-ROM, then open the worksheet from the CD-ROM as follows:

Open Excel, click on the file folder in the upper left-hand corner, (Open). This will take you to the Open File Box, to open the worksheet from a CD -Rom change the directory to a "D". When the directory has been changed, you will see the worksheet filename, hi-lite the filename and click the OPEN button. The abstract worksheet should now open.

## NOTES

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# ***PART I***

## ***WORKSHEET DATA ENTRY***

## SETTING MACRO SECURITY

If you are using Excel 2000, then the macro security must be checked prior to opening the abstract worksheet.

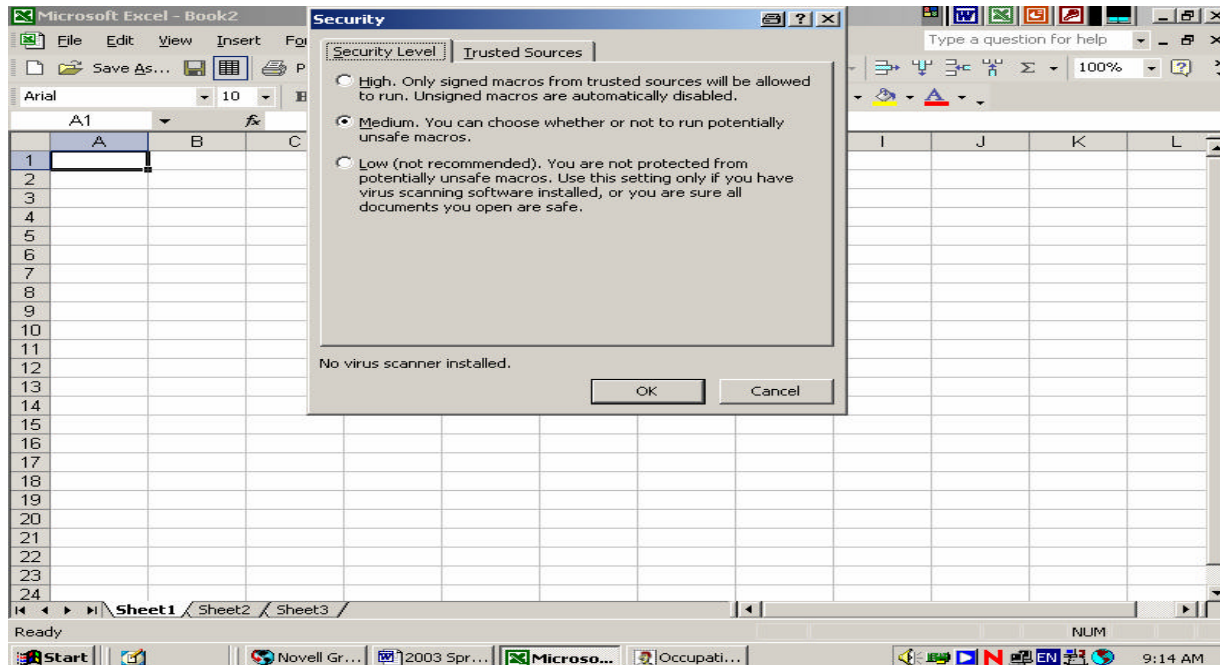
If you are using an earlier version of Excel, then there is not a macro security option to check.

If you are using **Excel 2000**, then the macro security must be set at the medium level. If it is not set at the medium level, then the worksheet macros will not work properly.

To set the Macro Security do the following:

1. Make sure you have a blank worksheet open.
2. Select "TOOL" from the menu bar.
3. Select "MACRO" from the drop down menu.
4. Select "SECURITY" from the second drop down menu.

When the "Security Option" has been selected the following screen will appear:



Make sure the “Security Level Tab” is selected. There will be three options to choose from. Select the middle option **“MEDIUM” You can choose whether or not to run potentially unsafe macros.**

After the “MEDIUM” option has been selected click the “OK” button. You will return to a blank worksheet.

**Now the abstract spreadsheet can be opened to save the worksheet, or start data entry.**

## DATA ENTRY

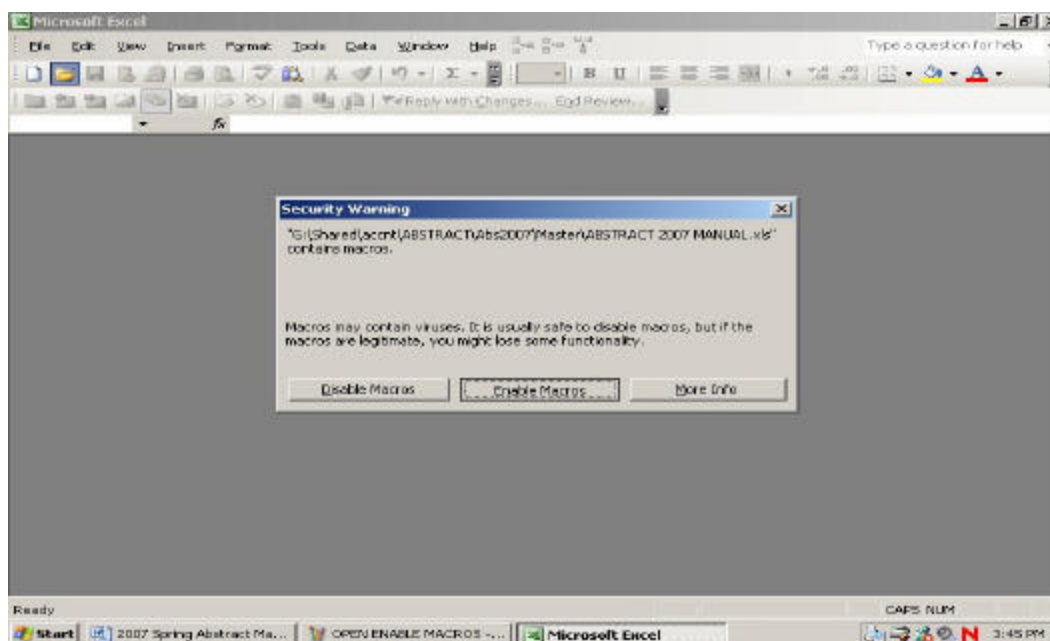
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The following instructions will guide you through the data entry process. If you have questions at any time during this process, please contact the Auditor of State's Office.

Abstract worksheets are preloaded with the county name, taxing district names, DLGF taxing district codes, fund titles, tax rates, property tax replacement credit rates and STATE and COIT homestead credit rates.

There are three main areas of data entry that need to be completed, Section 1, Section 5 and, if applicable, TIF data. These areas will be explained in detail.

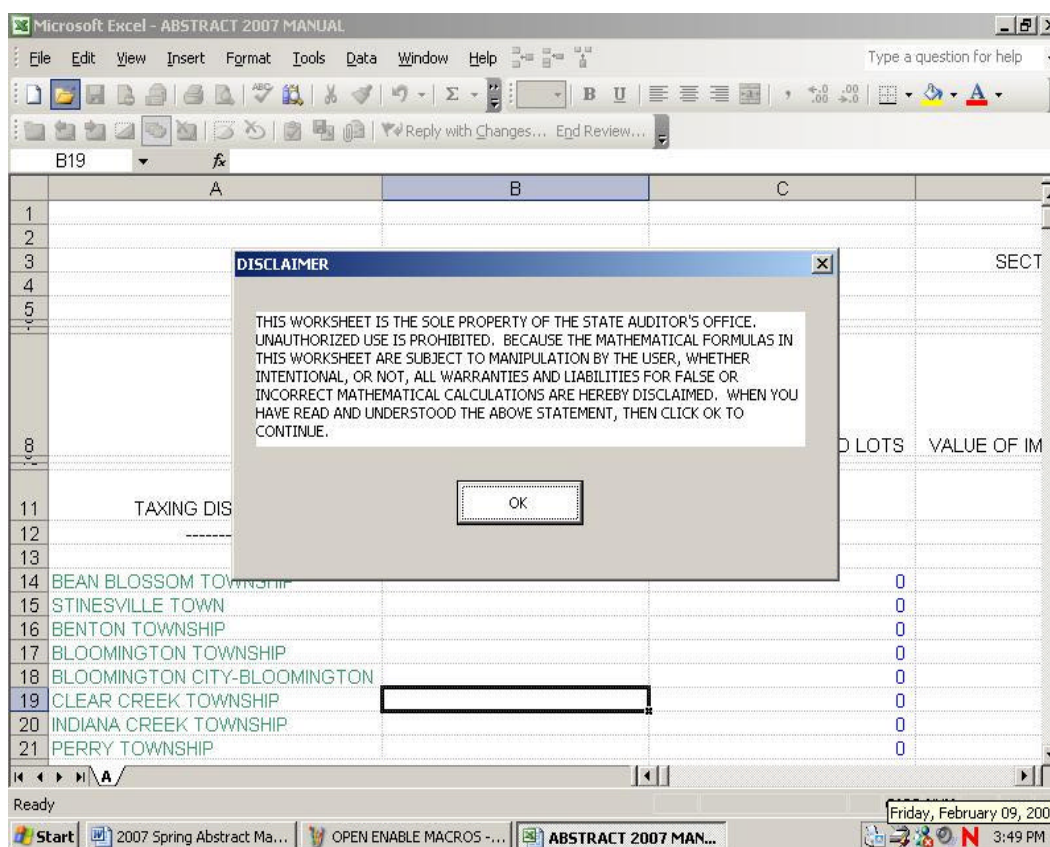
To open the abstract worksheet you will select from the Excel menu bar "File", then from the drop down menu select "Open" and in the Open box you will locate where you have saved the worksheet. Once the worksheet file has been located, then hi-lite the worksheet file name and click open. As Excel begins to open the worksheet the following screen will appear.



Select the middle option **“Enable Macros”**. After the macros have been enabled, the spreadsheet will open.

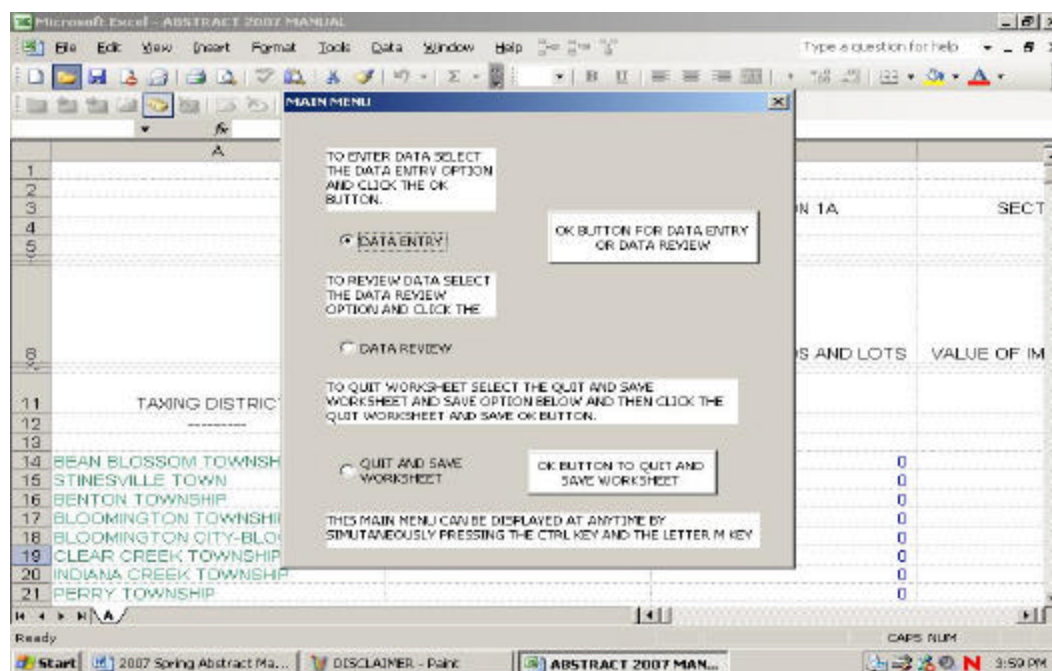
Once the worksheet has opened the following disclaimer form should appear. **If this disclaimer form does not appear, then the worksheet macros are not working.** You must close the worksheet without saving it and if you have Excel 2000, then check the macro security setting to make sure if the security is set at medium. Please refer to “Setting MACRO Security” section of this manual. If you do not have Excel 2000 or you do and the macro security is set at medium, then as the worksheet opens make sure the Enable Macros option is selected (See previous page).

After the worksheet has been opened and the following disclaimer has appeared and after you have read and understood it, then click the OK button to continue.



After the OK button has been selected, the “Main Menu” will display. There are three options to the Main Menu.

To begin data entry, select the “DATA ENTRY” button and then click the “OK BUTTON FOR DATA ENTRY OR DATA REVIEW”.

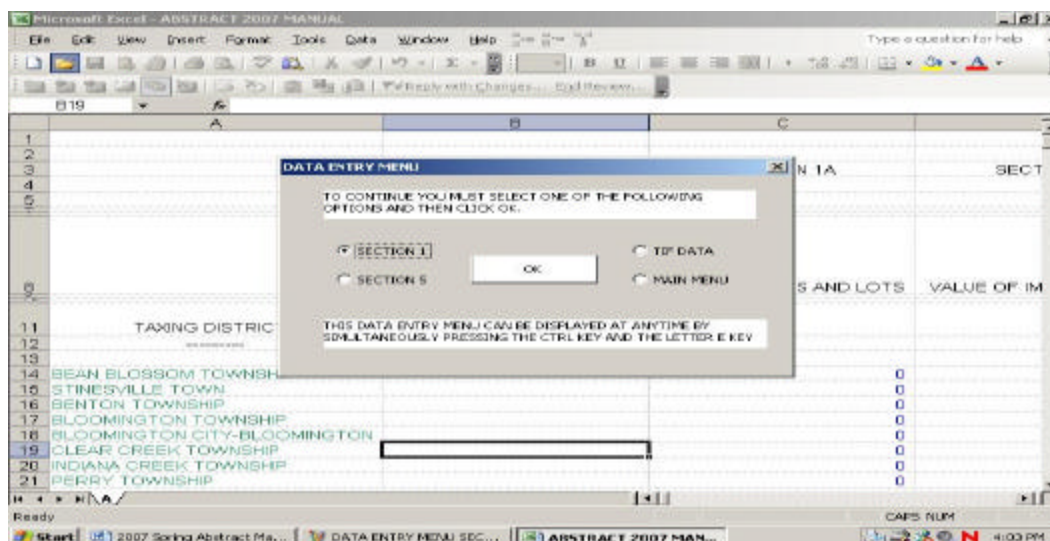


When OK has been selected the “Data Entry Menu” will display. If your county has TIF District(s), then the first data that you will need to enter will be the TIF Data. You will need to refer to PART II “TIF DATA ENTRY” of this manual to complete the TIF data.

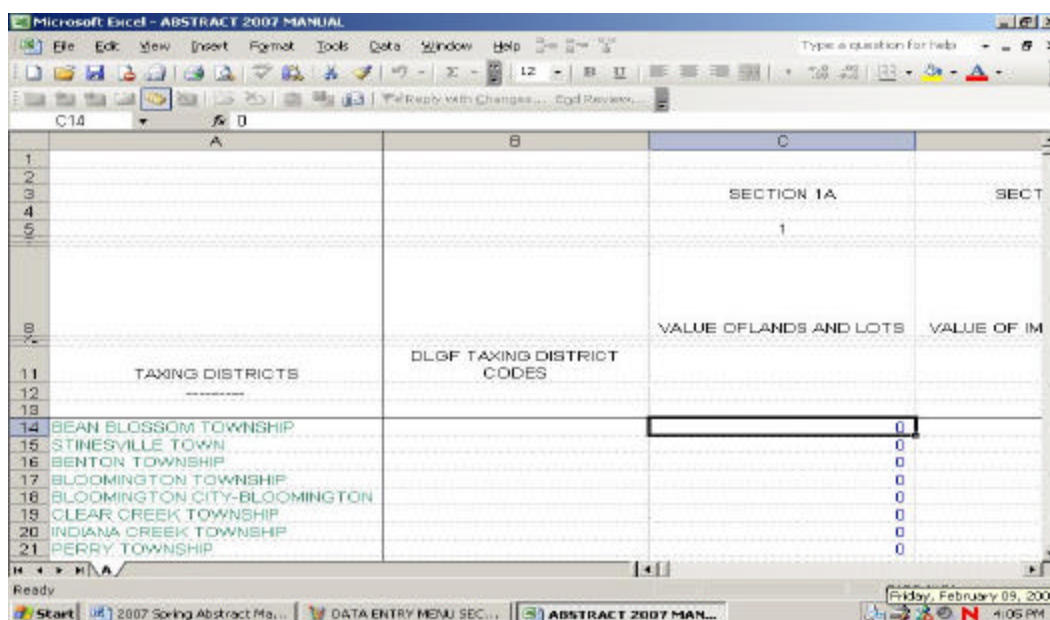
If your county does not have TIF District(s), please continue to the next page.

## ENTERING VALUATIONS AND DEDUCTIONS IN SECTION 1

From the “DATA ENTRY MENU” select the SECTION 1 button and click the OK button.



After the OK button has been clicked, then you will be taken to Column 1 of Section 1A of the first taxing district line. Enter amounts in the value and deduction columns in Section 1A and 1B. **DO NOT ENTER** amounts in the total columns, the worksheet will automatically calculate the total columns.





Counties with TIF District(s) will have data in Columns 14 and 19 in Section 1A and Column 31 of Section 1B in the TIF District(s) lines. Please refer to PART II "TIF DATA ENTRY" of this manual for instructions on data entry procedures.

In order for the Auditor of State's Office to verify the STATE, COIT (if applicable) and CEDIT (if applicable) Homestead Credit amounts entered in Section 5, Net Residential Values **MUST** be entered in Column 35 of Section 1B.

The amount to enter in Column 35 "Total Net Residential Value" is the net residential real estate value eligible for homestead credit.

Section	Column	Label	Value
1B	34	APPROVED TAX RATE	
1B	35	NET RESIDENTIAL VALUE FOR STATE, COIT & CREDIT HOMESTEAD CREDIT (MEMORANDUM TOTAL ONLY)	
1B	36	NET RESIDENTIAL VALUE FOR CREDIT PROPERTY (MEMORANDUM TOTAL ONLY)	
11		TAXING DISTRICTS	
14		BEAN BLOSSOM TOWNSHIP	2,1638
15		STINESVILLE TOWN	2,3469
16		BENTON TOWNSHIP	1,8250
17		BLOOMINGTON TOWNSHIP	2,0773
18		BLOOMINGTON CITY-BLOOMINGTON	2,6851
19		CLEAR CREEK TOWNSHIP	1,9353
20		INDIANA CREEK TOWNSHIP	1,8656
21		PERRY TOWNSHIP	1,9154

In order for the Auditor of State's Office to verify the CEDIT Residential Property Tax Credit (if applicable), Net Residential Values for CEDIT Residential Property Tax Credit **MUST** be entered in Column 36 of Section 1B.

Section	Column	Label	Value
1B	35	NET RESIDENTIAL VALUE FOR STATE, COIT & CREDIT HOMESTEAD CREDIT (MEMORANDUM TOTAL ONLY)	
1B	36	NET RESIDENTIAL VALUE FOR CREDIT RESIDENTIAL PROPERTY TAX CREDIT (MEMORANDUM TOTAL ONLY)	
11		TAXING DISTRICTS	
14		BEAN BLOSSOM TOWNSHIP	43,845,010
15		STINESVILLE TOWN	1,121,370
16		BENTON TOWNSHIP	99,808,800
17		BLOOMINGTON TOWNSHIP	143,341,880
18		BLOOMINGTON CITY-BLOOMINGTON	182,567,710
19		CLEAR CREEK TOWNSHIP	131,094,610
20		INDIANA CREEK TOWNSHIP	27,772,250
21		PERRY TOWNSHIP	279,956,250



The amount to enter in Column 36 “Net Residential Value for CEDIT Residential Property Tax Credit” is the net residential real estate value eligible for CEDIT residential property tax credit.

	AK	AL	SECT 2
SECTION 1B	SECTION 1B		
35	36		
NET RESIDENTIAL VALUE FOR STATE, COIT & CEDIT HOMESTEAD CREDIT (MEMORANDUM TOTAL ONLY)	NET RESIDENTIAL VALUE FOR CEDIT RESIDENTIAL PROPERTY TAX CREDIT (MEMORANDUM TOTAL ONLY)		
TAXING DISTRICTS			
BEAN BLOSSOM TOWNSHIP	43,845,010	100,500	
STINESVILLE TOWN	1,121,370	20,000	
BENTON TOWNSHIP	99,808,800	10,000	
BLOOMINGTON TOWNSHIP	143,341,880	500,000	
BLOOMINGTON CITY-BLOOMINGTON	182,557,710	100,000	
CLEAR CREEK TOWNSHIP	131,094,610	300,000	
INDIANA CREEK TOWNSHIP	27,772,260	200,000	
PERRY TOWNSHIP	279,956,260	100,000	

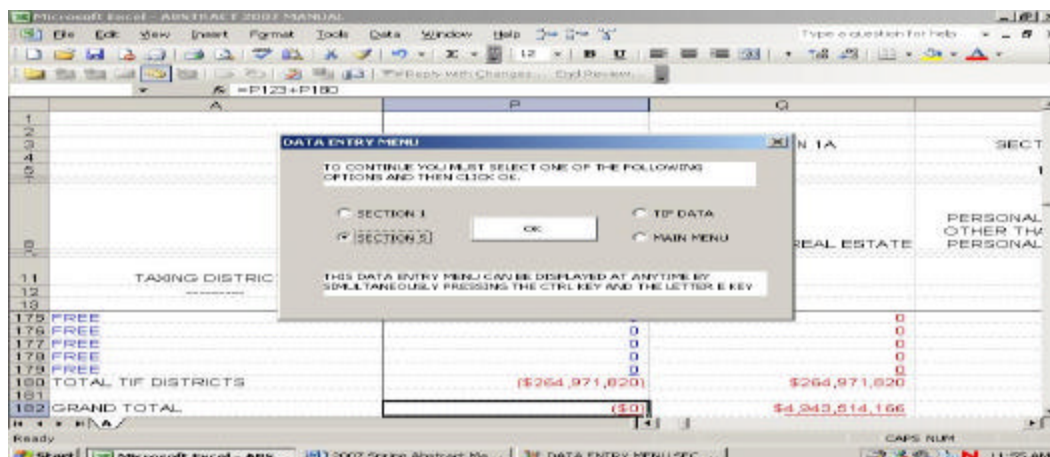
**All values and deductions in Section 1A and 1B are to be entered as positive amounts.**

After the Section 1A and 1B have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY” Menu.

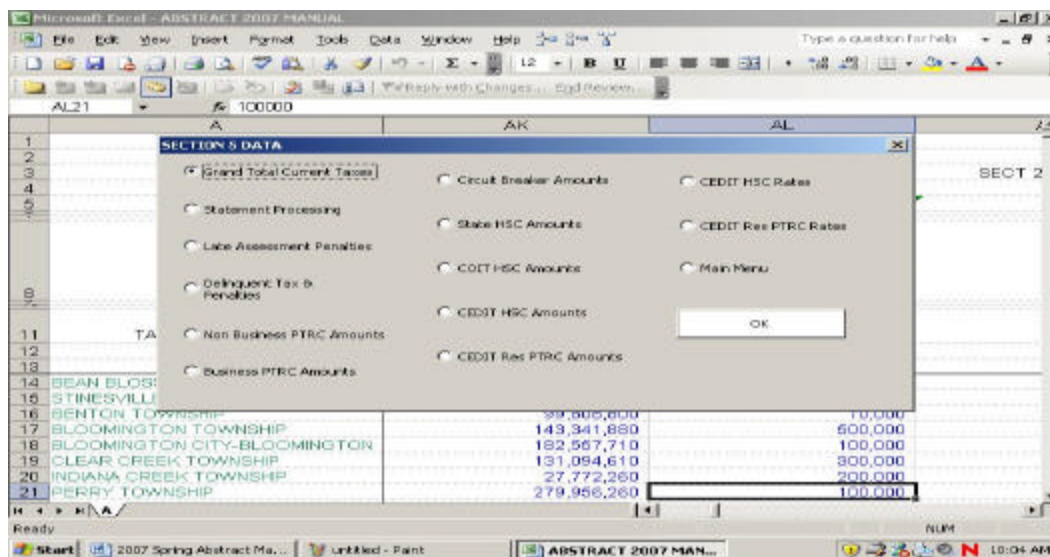
**NOTE: Government owned parcels are NOT entered on the abstract.**

## ENTERING SECTION 5 DATA

Select the SECTION 5 button on the “DATA ENTRY MENU” and click the OK button.



From the “Section 5 DATA” Menu select the Grand Total Current Taxes button and click the OK button.



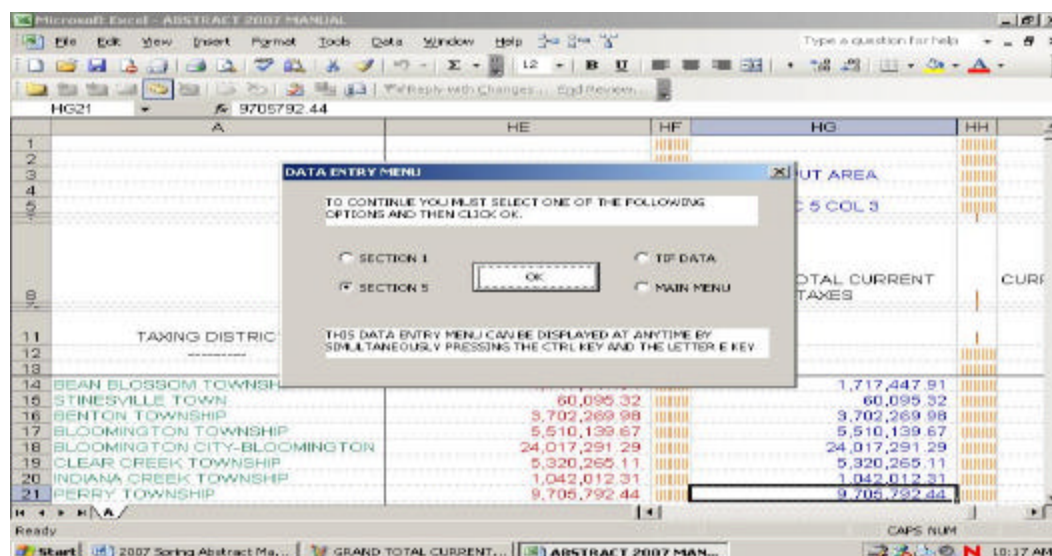
After the Grand Total Current Taxes has been selected, then you will be taken to the cell where you begin to enter the Grand Total Current Taxes amount.

If your county has a TIF District(s), then the Grand Total Current Taxes amount must be separated between the Taxing District line and the TIF District

line. In other words, the Grand Total Current Tax amount on the Taxing District line of the taxing district where the TIF District is located must not include the TIF Grand Total Current Tax amount. The TIF Grand Total Current Tax amount is entered on the TIF District line. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF Grand Total Current Taxes.

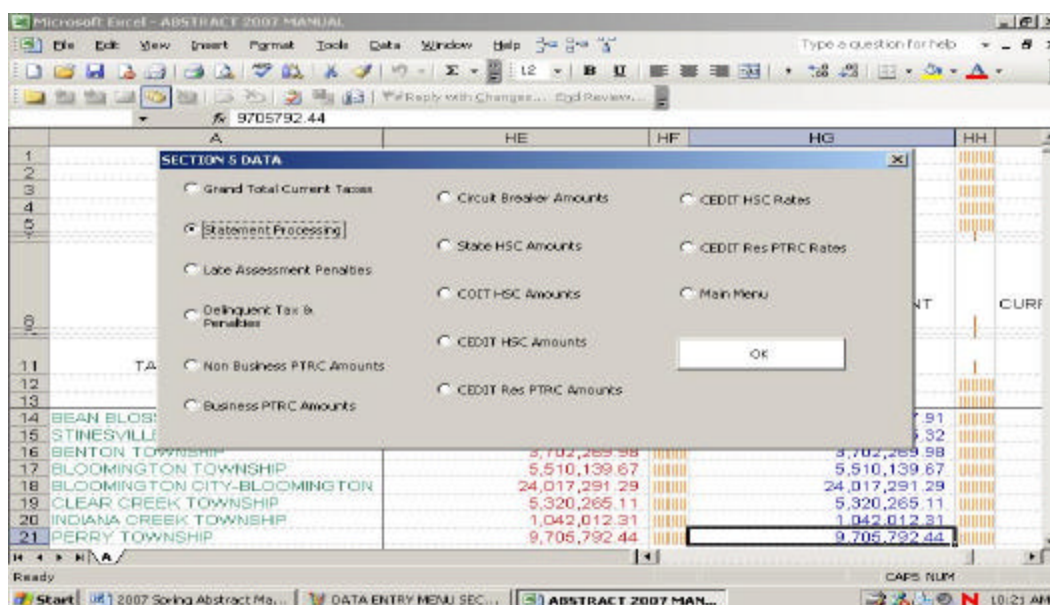
	HE	HF	HG	HH
SECTION 5			INPUT AREA	
22			SEC 5 COL 3	
TOTAL TAXES INCLUDING DEL, PENALTIES & INT			GRAND TOTAL CURRENT TAXES	CURF
TAXING DISTRICTS				
14 BEAN BLOSSOM TOWNSHIP	1,809,215.80		1,717,447.91	
15 STINESVILLE TOWN	66,730.71		60,095.32	
16 BENTON TOWNSHIP	3,629,411.90		3,702,269.98	
17 BLOOMINGTON TOWNSHIP	5,702,210.53		5,510,139.67	
18 BLOOMINGTON CITY-BLOOMINGTON	24,806,629.31		24,017,291.29	
19 CLEAR CREEK TOWNSHIP	5,534,757.72		5,320,255.11	
20 INDIANA CREEK TOWNSHIP	1,090,903.10		1,042,012.31	
21 PERRY TOWNSHIP	10,027,445.47		9,705,792.44	

After the Grand Total Current Taxes have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue to enter Section 5 data select the SECTION 5 button and click the OK button.

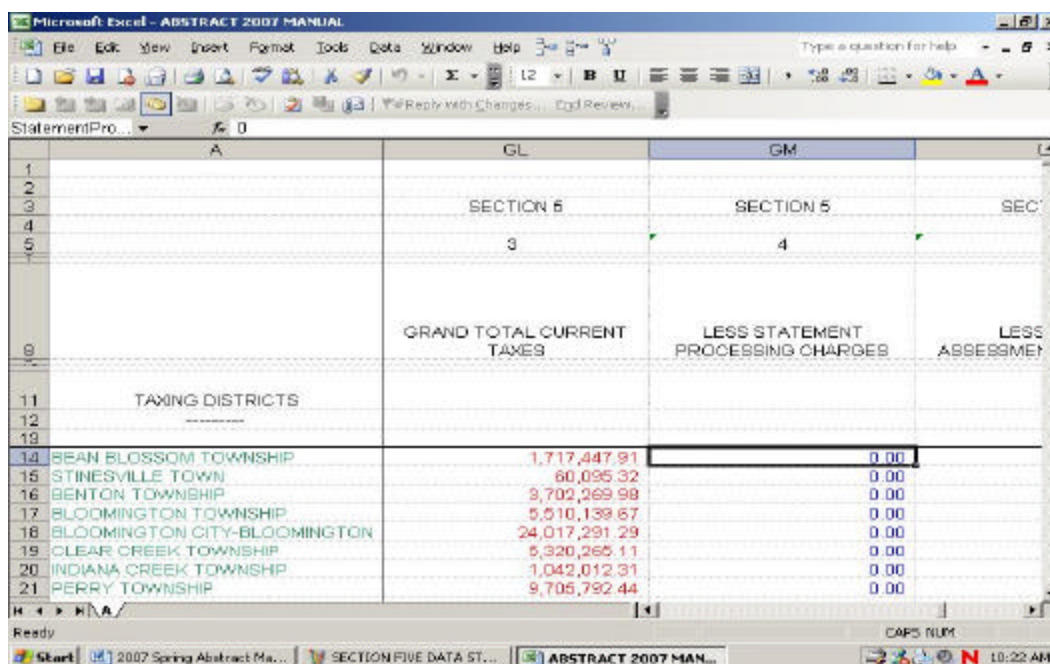


The next data item to be entered into Section 5 is the Statement Processing Fee. From the “SECTION 5 DATA” menu select the Statement Processing button and click the OK button.

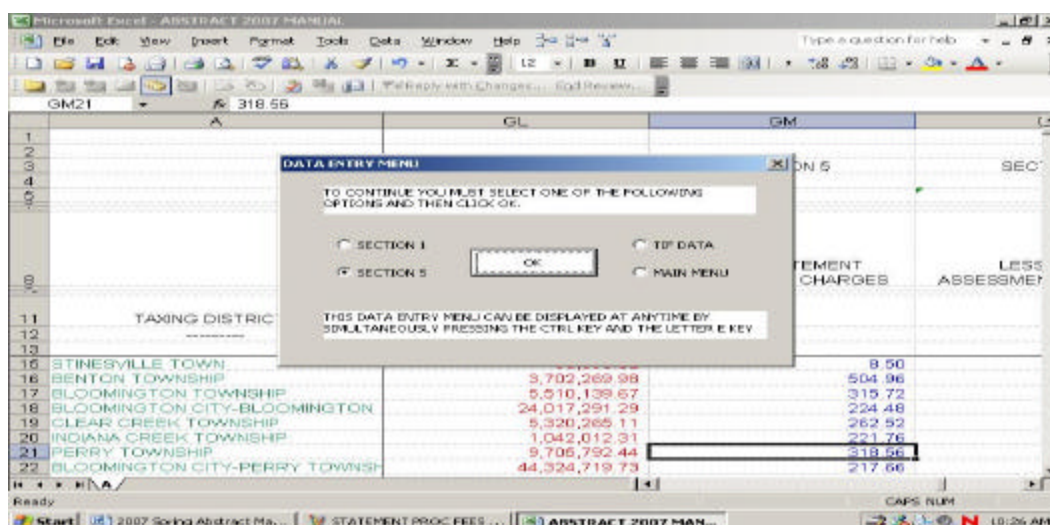




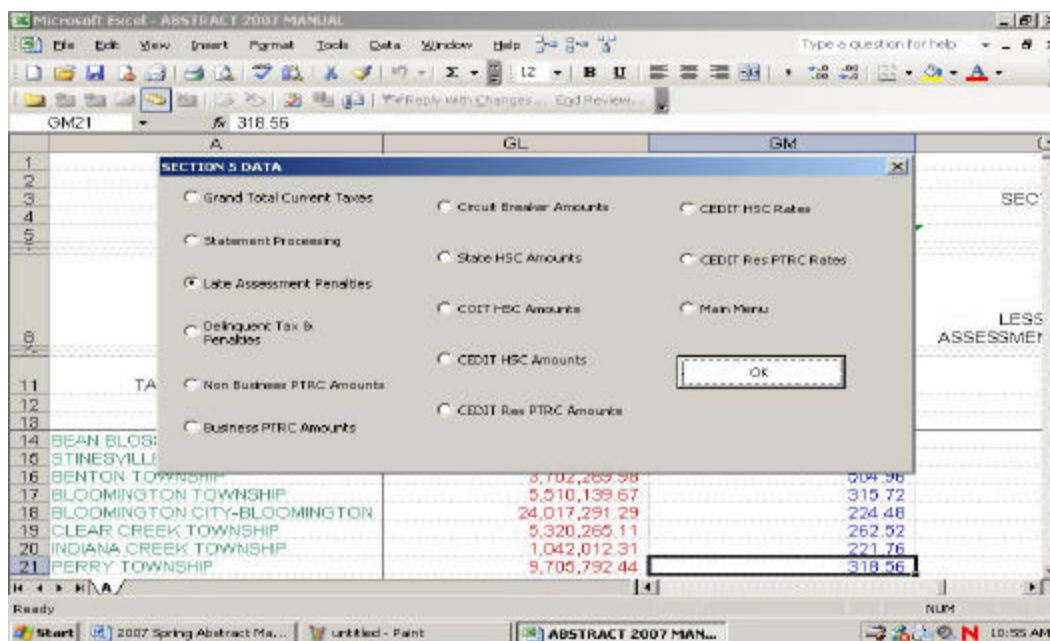
After the OK button has been clicked, then you will be taken to the cell where the Statement Processing Charges are entered. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF Statement Processing Charges.



When the entry of the Statement Processing Charge has been completed, then simultaneously, press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.



The next data item to be entered is the Late Assessment Penalties. From the “SECTION 5 DATA” menu select the Late Assessment Penalties button and click the OK button.



After the OK button has been clicked, then you will be taken to the cell where Late Assessment Penalties are entered. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of Late Assessment Penalties.

	A	GM	GN	C
1				
2				
3				
4		SECTION 5	SECTION 5	SEC
5		4	5	
6				
7				
8		LESS STATEMENT PROCESSING CHARGES	LESS LATE ASSESSMENT PENALTIES	CURRENT PRI CHA
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	220.36	0.00	
15	STINESVILLE TOWN	8.50	0.00	
16	BENTON TOWNSHIP	504.96	0.00	
17	BLOOMINGTON TOWNSHIP	315.72	0.00	
18	BLOOMINGTON CITY-BLOOMINGTON	224.48	0.00	
19	CLEAR CREEK TOWNSHIP	262.52	0.00	
20	INDIANA CREEK TOWNSHIP	221.76	0.00	
21	PERRY TOWNSHIP	318.56	0.00	

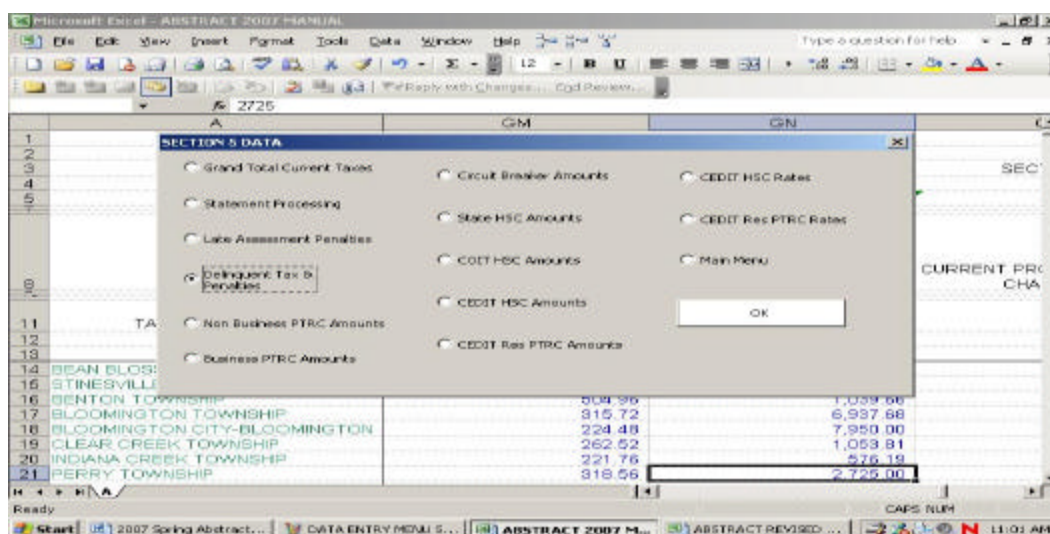
When the entry of the Late Assessment Penalties have been completed, then simultaneously, press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select Section 5 button and click the OK button.

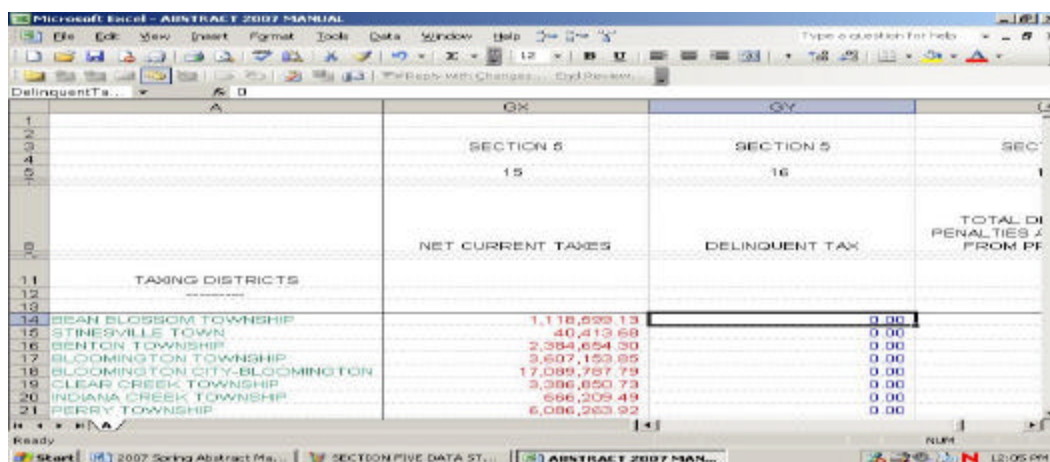
	A	GM	GN	C
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	220.36	974.27	
15	STINESVILLE TOWN	8.50	0.00	
16	BENTON TOWNSHIP	504.96	1,039.66	
17	BLOOMINGTON TOWNSHIP	315.72	6,937.68	
18	BLOOMINGTON CITY-BLOOMINGTON	224.48	7,950.00	
19	CLEAR CREEK TOWNSHIP	262.52	1,053.81	
20	INDIANA CREEK TOWNSHIP	221.76	576.19	
21	PERRY TOWNSHIP	318.56	2,726.00	

The next data items to be entered are the Delinquent Taxes and Penalties. From the “SECTION 5 DATA” menu select the Delinquent Tax & Penalty button and click the OK button.



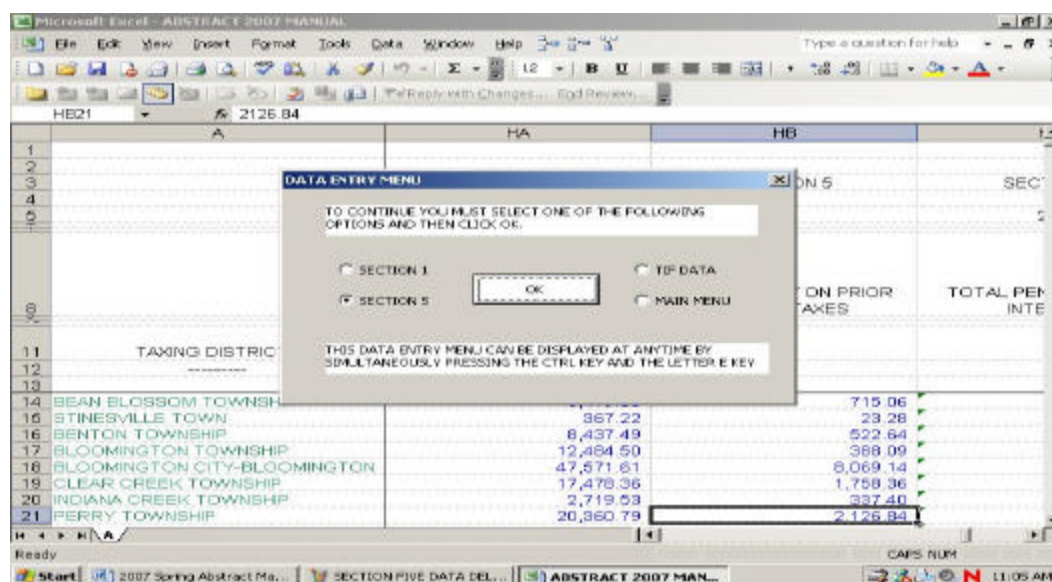


After clicking the OK button you will be taken to the cell where you begin to enter the Delinquent Taxes and Penalties. Delinquent Taxes and Penalties are entered in Columns 16, 17, 18 and 19 of Section 5. The cursor will be in the first taxing district of Section 5, Column 16. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF Delinquent Taxes and Penalties.

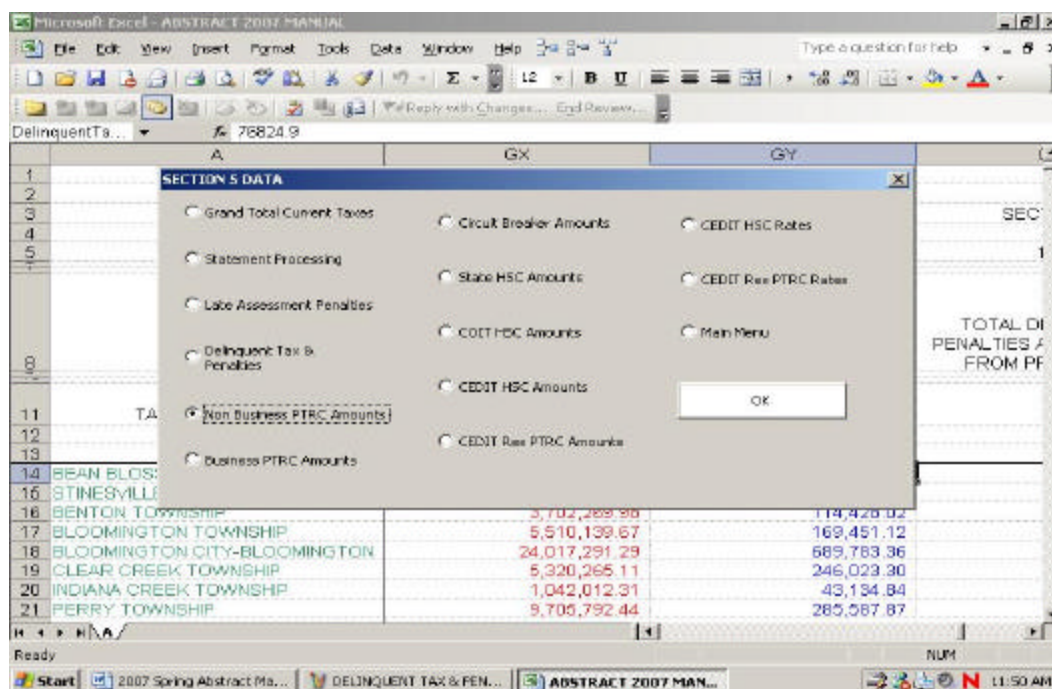


After all the Delinquent Taxes and Penalties have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.



The next data items to enter are the Property Tax Replacement Credit amounts. From the “SECTION 5 DATA” menu select the Non Business PTRC Amounts button and click the OK button.



After clicking the OK button you will be taken to the cell where you begin to enter the Non Business Property Tax Replacement Credit amounts.



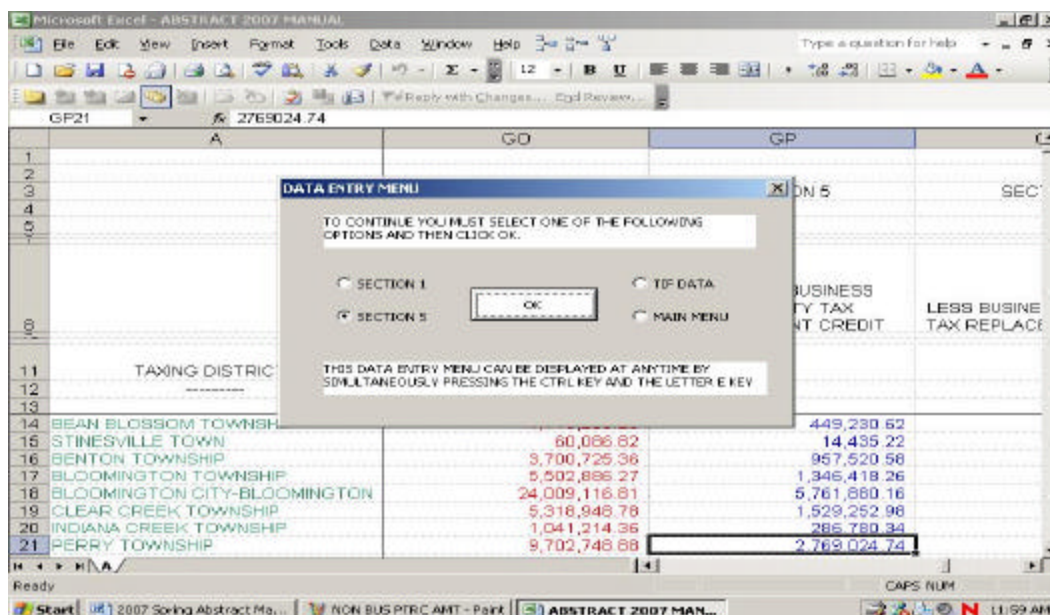
	A	GD	GP	SEC
1				
2				
3		SECTION 5	SECTION 5	SEC
4				
5		6	7	
6				
7				
8		CURRENT PROPERTY TAXES CHARGED	LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT	LESS BUSINE TAX REPLAC
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	1,716,253.28	0.00	
15	STINESVILLE TOWN	60,086.82	0.00	
16	BENTON TOWNSHIP	3,700,725.36	0.00	
17	BLOOMINGTON TOWNSHIP	5,502,666.27	0.00	
18	BLOOMINGTON CITY-BLOOMINGTON	24,009,116.81	0.00	
19	CLEAR CREEK TOWNSHIP	5,318,948.78	0.00	
20	INDIANA CREEK TOWNSHIP	1,041,214.36	0.00	
21	PERRY TOWNSHIP	9,702,748.88	0.00	

The Non Business Property Tax Replacement Credit is the property tax replacement credit on real estate and non business personal property. The Non Business Property Tax Replacement Credit is entered in Column 7 of Section 5.

If you have a TIF District(s) where the taxpayers in the TIF District(s) receive PTRC on increment taxes, then the Non Business Property Tax Replacement Credit amount must be separated between the Taxing District line and the TIF District line. In other words the Non Business Property Tax Replacement Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF Non Business Property Tax Replacement Credit amount.

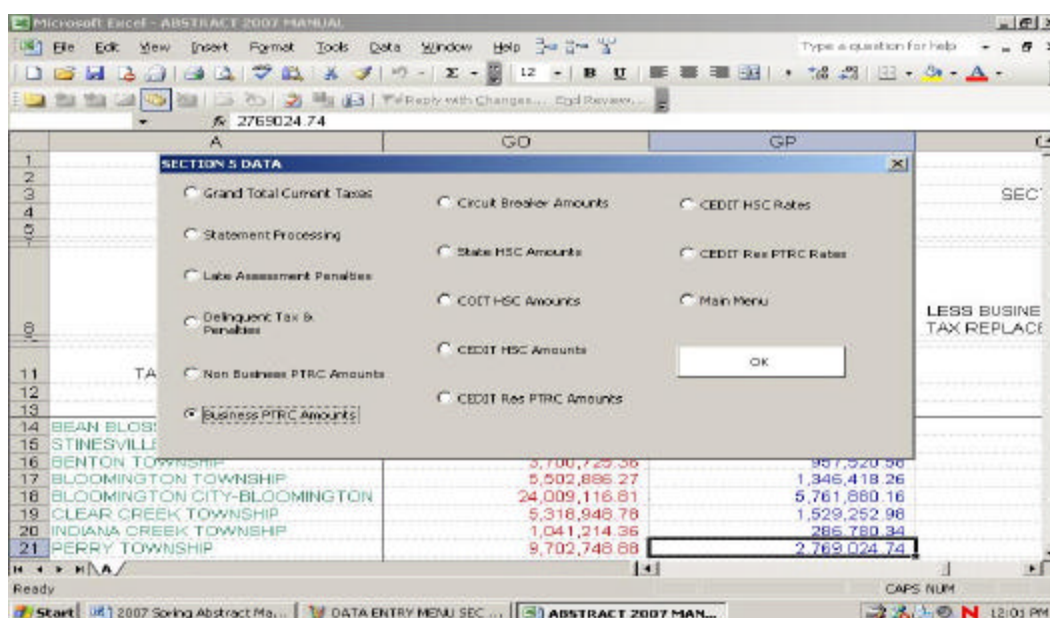
Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Non Business Property Tax Replacement Credit.

After the Non Business Property Tax Replacement Credit has been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue with Section 5 data entry, then from the "DATA ENTRY MENU" select the Section 5 button and click the OK button.



The next property tax replacement credit amount to be entered is the Business Property Tax Replacement Credit. The Business Property Tax Replacement Credit is the property tax replacement credit on business personal property and utilities. The Business Property Tax Replacement Credit is entered in Column 8 of Section 5.

From the "SECTION 5 DATA" menu select the Business PTRC Amounts button and click the OK button.



After clicking the OK button you will be taken to the cell where you begin to enter the Business Property Tax Replacement Credit amounts.

Taxing Districts	GP	GG	LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT
BEAN BLOSSOM TOWNSHIP	449,230.62	0.00	
STINESVILLE TOWN	14,435.22	0.00	
BENTON TOWNSHIP	957,520.58	0.00	
BLOOMINGTON TOWNSHIP	1,346,418.26	0.00	
BLOOMINGTON CITY-BLOOMINGTON	5,761,860.16	0.00	
CLEAR CREEK TOWNSHIP	1,529,252.98	0.00	
INDIANA CREEK TOWNSHIP	286,760.34	0.00	
PERRY TOWNSHIP	2,769,024.74	0.00	

If you have a TIF District(s) where the taxpayers in the TIF District(s) receive PTRC on increment taxes, then the Business Property Tax Replacement Credit amount must be separated between the Taxing District line and the TIF District line. In other words the Business Property Tax Replacement Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF Business Property Tax Replacement Credit amount.

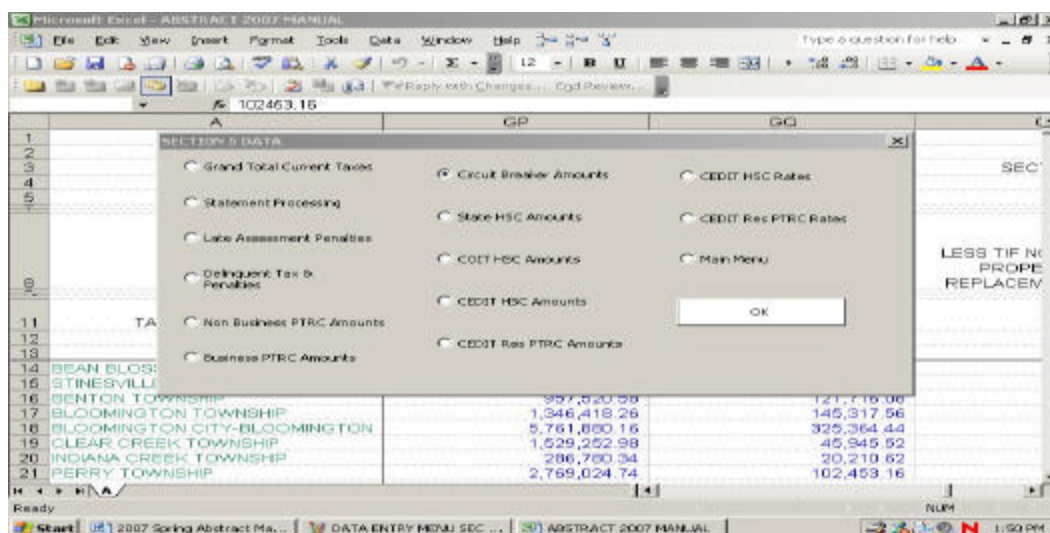
Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Business Property Tax Replacement Credit.

After the Business Property Tax Replacement Credit amounts have been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue with Section 5 data entry, then from the "DATA ENTRY MENU" select the Section 5 button and click the OK button.

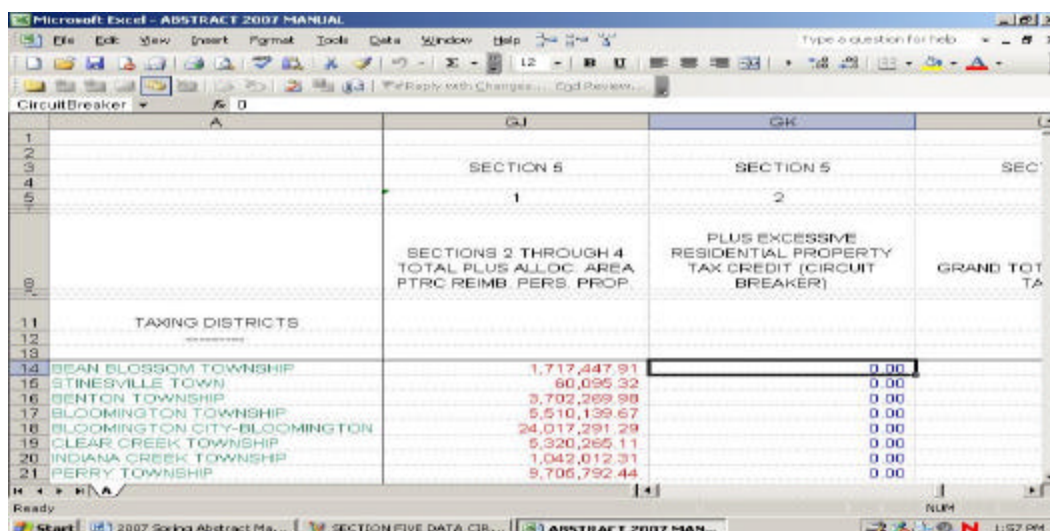
Taxing Districts	GP	GG	LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT
BEAN BLOSSOM TOWNSHIP	449,230.62	24,519.34	
STINESVILLE TOWN	14,435.22	1,418.36	
BENTON TOWNSHIP	957,520.58	121,716.08	
BLOOMINGTON TOWNSHIP	1,346,418.26	145,317.56	
BLOOMINGTON CITY-BLOOMINGTON	5,761,860.16	325,364.44	
CLEAR CREEK TOWNSHIP	1,529,252.98	45,945.52	
INDIANA CREEK TOWNSHIP	286,760.34	20,210.62	
PERRY TOWNSHIP	2,769,024.74	102,453.16	



The next data items that need to be entered, if applicable, are the Circuit Breaker Amounts. The Circuit Breaker Amounts are the amounts by which the person's property tax liability attributable to the person's real property and personal property for property taxes exceeds two percent (2%) of the gross assessed value that is the basis for determination of property taxes. The Circuit Breaker amounts are entered in Section 5, Column 2. From the "SECTION 5 DATA" menu select the Circuit Breaker Amounts button and click the OK button.



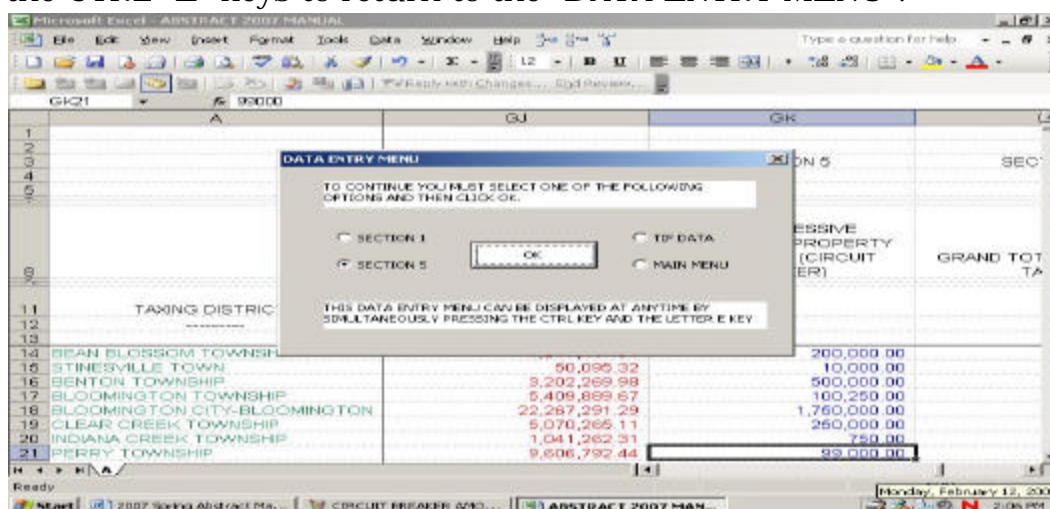
After clicking the OK button you will be taken to the cell where you begin to enter the Circuit Breaker amounts.



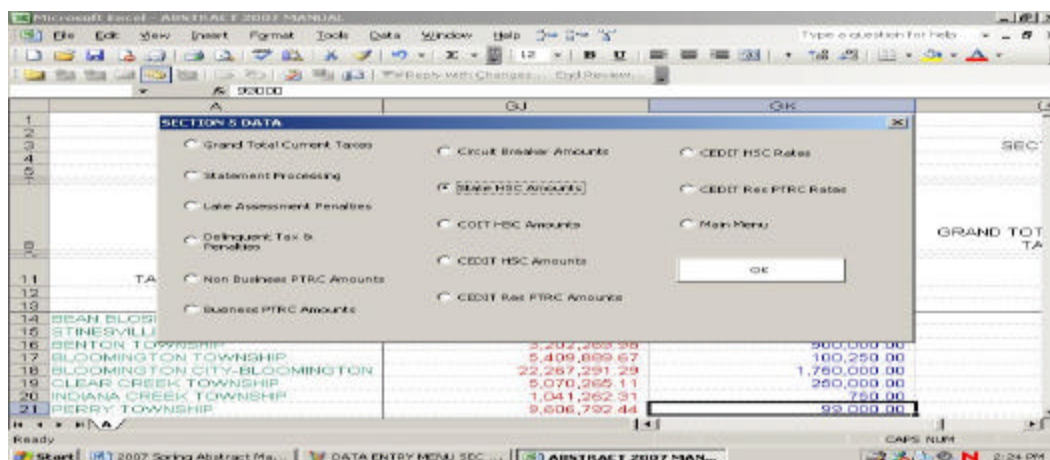
If you have a TIF District(s) where the taxpayers in the TIF District(s) receive Circuit Breaker on increment taxes, then the Circuit Breaker amount must be separated between the Taxing District line and the TIF District line. In other words the Circuit Breaker amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF Circuit Breaker amount.

Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF Circuit Breaker amount.

After the Circuit Breaker amounts have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.



The next data items that need to be entered are the State HSC amounts. From the “SECTION 5 DATA” menu select the State HSC button and click the OK button.



After clicking the OK button you will be taken to the cell where you begin to enter the State HSC amounts. The cursor will be in the first taxing district of Section 5, Column 11. In Column 11 of Section 5 enter the State Homestead Credit amount. The amount entered will be the portion of the total homestead credit that is from the State Homestead Credit rate.

	A	GS	GT	
1				
2				
3		SECTION 5	SECTION 5	SEC
4		10	11	1
5				
6		LESS TIF BUSINESS PROPERTY TAX REPLACEMENT CREDIT	LESS STATE HOMESTEAD CREDIT	LESS COIT CR
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	0.00	0.00	
15	STINESVILLE TOWN	0.00	0.00	
16	BENTON TOWNSHIP	0.00	0.00	
17	BLOOMINGTON TOWNSHIP	0.00	0.00	
18	BLOOMINGTON CITY-BLOOMINGTON	0.00	0.00	
19	CLEAR CREEK TOWNSHIP	0.00	0.00	
20	INDIANA CREEK TOWNSHIP	0.00	0.00	
21	PERRY TOWNSHIP	0.00	0.00	

COIT and/or CEDIT counties with added homestead credits please refer to PART III of this manual "Homestead Credit Allocation Instructions" for instructions on how to separate the State, COIT and/or CEDIT Homestead Credit amounts.

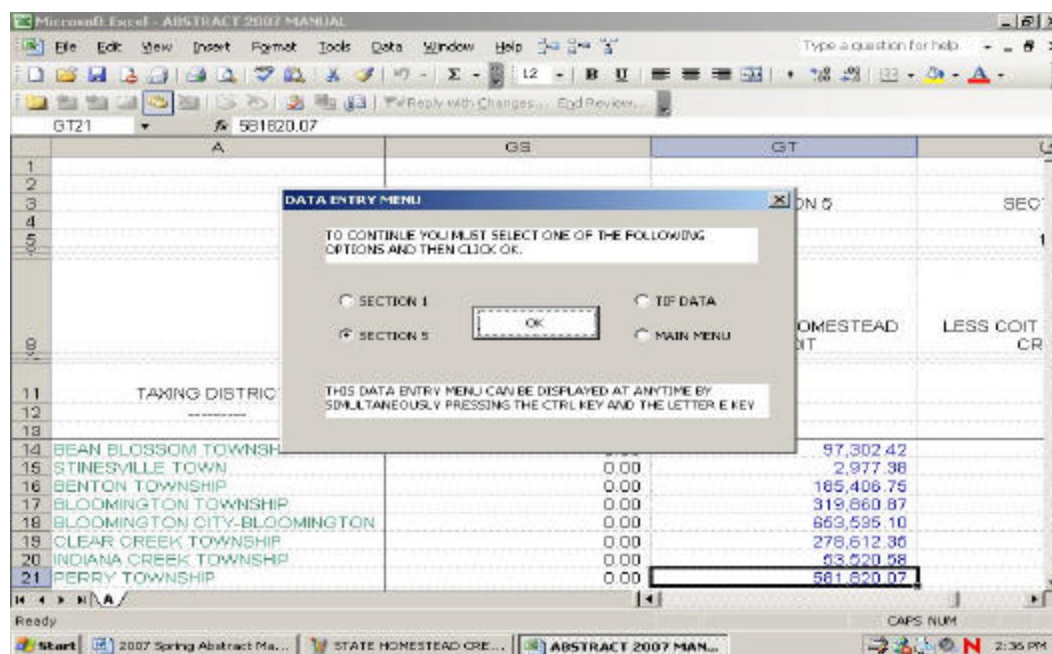
If you have a TIF District(s) where the taxpayers receive State Homestead Credit on increment taxes, then the State Homestead Credit amount must be separated between the Taxing District line and the TIF District line. The State Homestead Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF State Homestead Credit amount.

Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF State Homestead Credit.

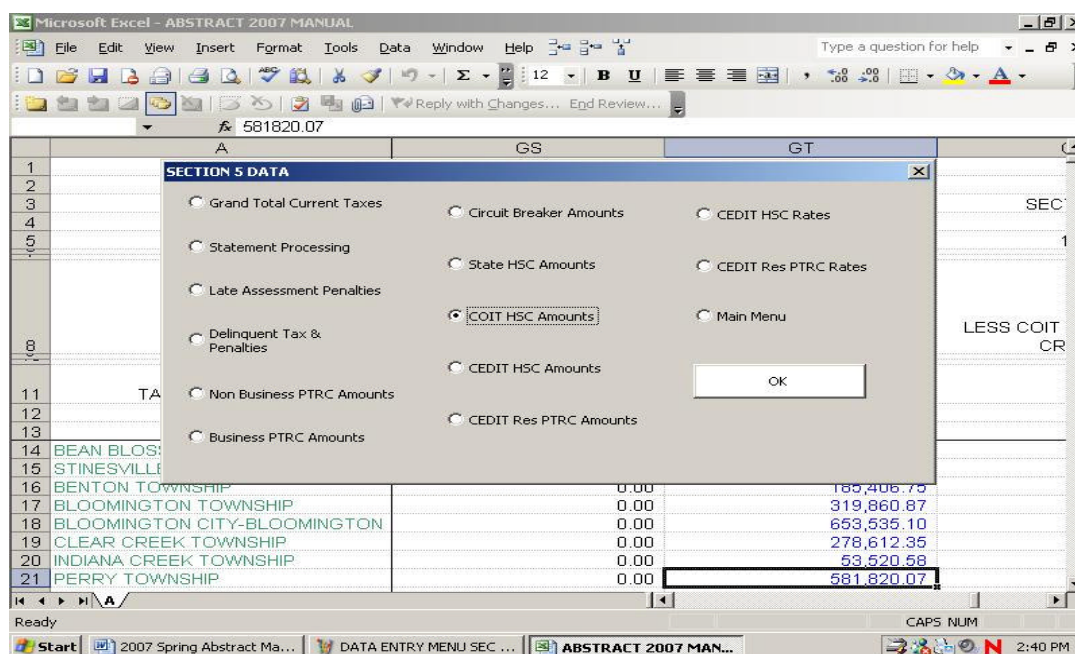
After the State Homestead Credit amounts have been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU".



To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.



If applicable the next data item that needs to be entered is the COIT HSC Amounts. COIT HSC amount is applicable for those counties that have added homestead credits funded by County Option Income Taxes. From the “SECTION 5 DATA” menu select the COIT HSC Amounts button and click the OK button. COIT HSC is entered in Column 12 of Section 5.



Counties with added homestead credits please refer to PART III of this manual “Homestead Credit Allocation Instructions” for instructions on how to separate the State, COIT and/or CEDIT Homestead Credit amounts.

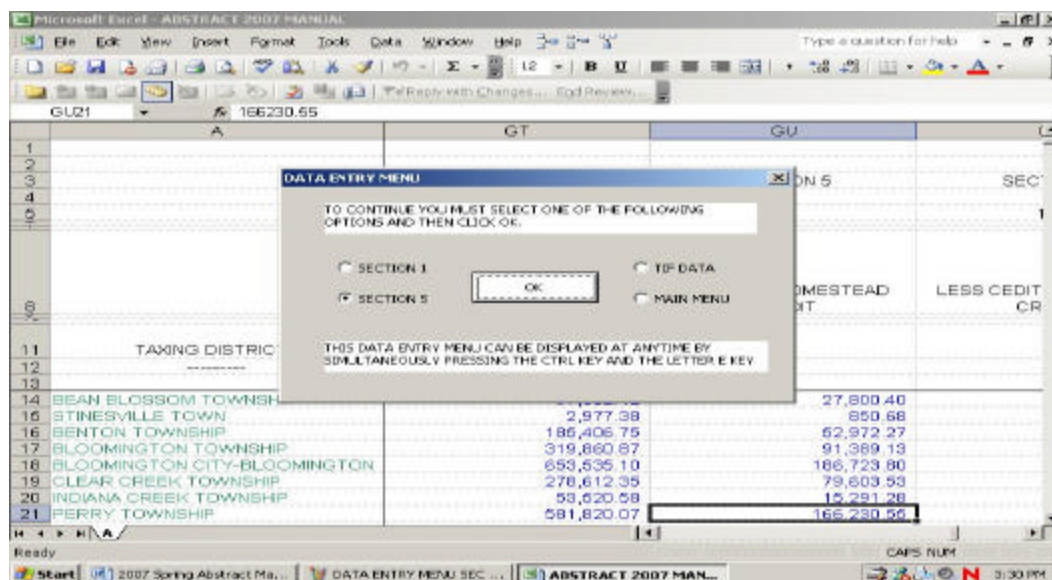
If you have a TIF District(s) where the taxpayers receive COIT Homestead Credit on increment taxes, then the COIT Homestead Credit amount must be separated between the Taxing District line and the TIF District line. The COIT Homestead Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF COIT Homestead Credit amount.

Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF COIT Homestead Credit.

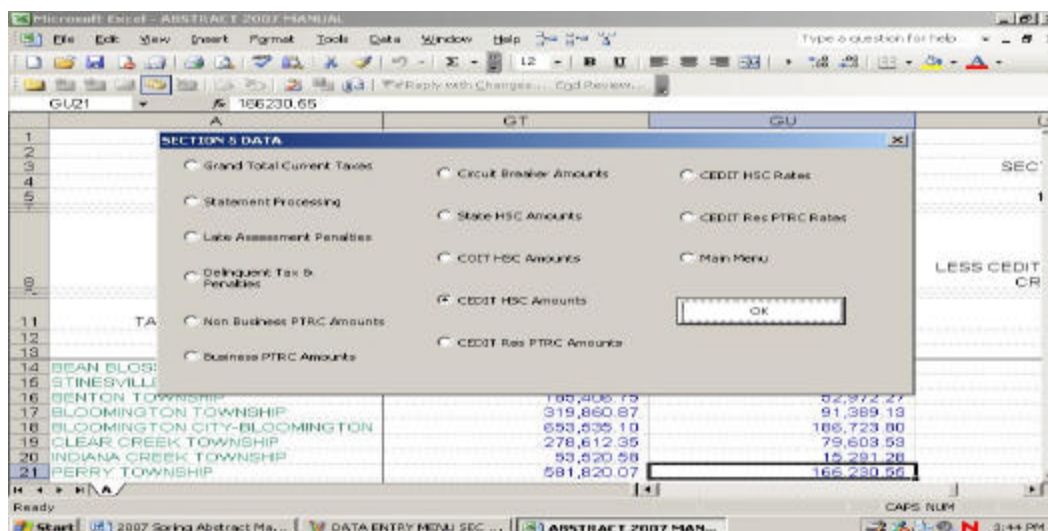
	A	GT	GU	SEC
1				
2				
3		SECTION 6	SECTION 5	SEC
4		11	12	1
5				
6				
7		LESS STATE HOMESTEAD CREDIT	LESS COIT HOMESTEAD CREDIT	LESS CREDIT CR
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	97,802.42	0.00	
15	STINESVILLE TOWN	2,977.38	0.00	
16	BENTON TOWNSHIP	185,405.75	0.00	
17	BLOOMINGTON TOWNSHIP	319,860.87	0.00	
18	BLOOMINGTON CITY-BLOOMINGTON	653,635.10	0.00	
19	CLEAR CREEK TOWNSHIP	278,612.35	0.00	
20	INDIANA CREEK TOWNSHIP	53,620.58	0.00	
21	PERRY TOWNSHIP	581,820.07	0.00	

After the COIT Homestead Credit amounts have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.



If applicable, then the next data items that need to be entered are the CEDIT HSC Amounts. CEDIT HSC amount is applicable for those counties that have added homestead credits funded by County Economic Development Income Taxes. From the “SECTION 5 DATA” menu select the CEDIT HSC Amounts button and click the OK button. CEDIT HSC is entered in Column 13 of Section 5.



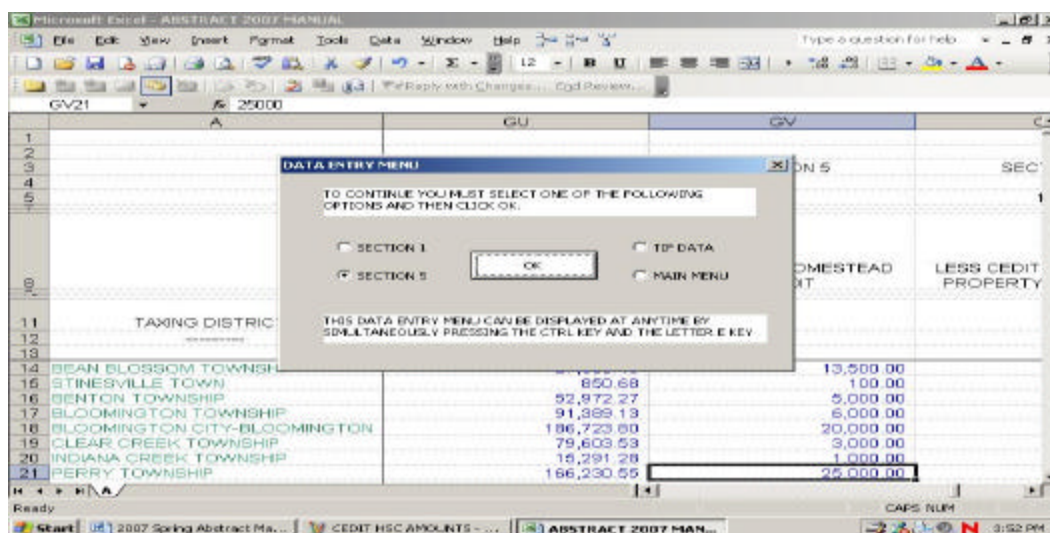
After the CEDIT HSC Amounts has been selected, you will be taken to the cell where you begin to enter the CEDIT Homestead Credit amounts.



	A	GU	GV	C
1				
2				
3		SECTION 5	SECTION 5	SEC
4				
5		12	13	1
6				
7				
8		LESS COIT HOMESTEAD CREDIT	LESS CREDIT HOMESTEAD CREDIT	LESS CREDIT PROPERTY
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	27,800.40	0.00	
15	STINESVILLE TOWN	850.68	0.00	
16	BENTON TOWNSHIP	52,972.27	0.00	
17	BLOOMINGTON TOWNSHIP	91,389.13	0.00	
18	BLOOMINGTON CITY-BLOOMINGTON	186,723.80	0.00	
19	CLEAR CREEK TOWNSHIP	79,603.53	0.00	
20	INDIANA CREEK TOWNSHIP	15,291.28	0.00	
21	PERRY TOWNSHIP	166,230.55	0.00	

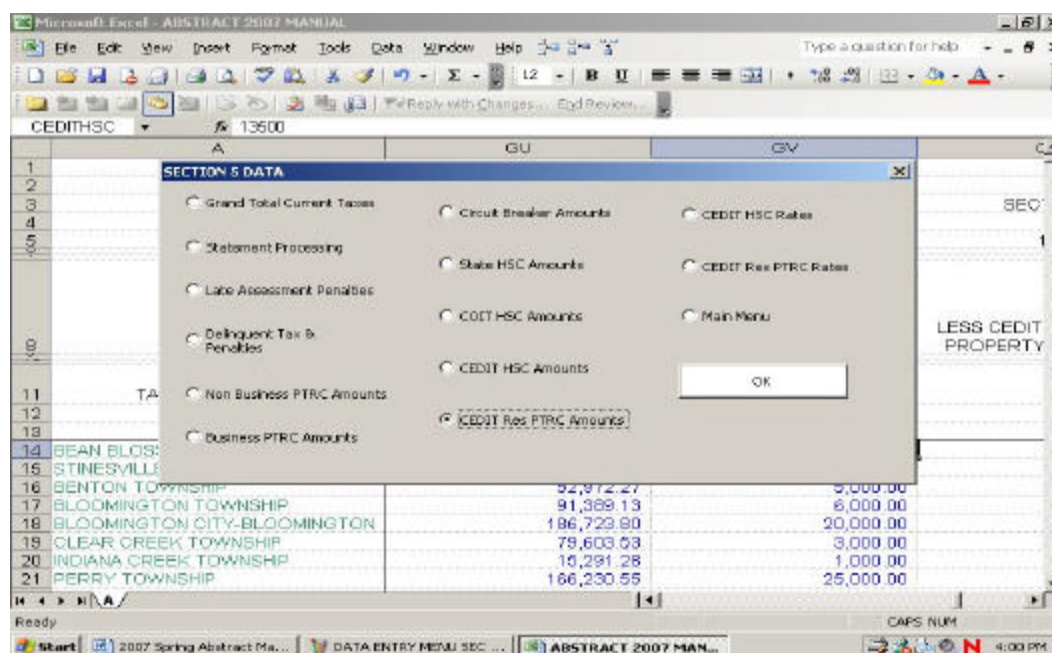
Counties with added homestead credits please refer to PART III of this manual “Homestead Credit Allocation Instructions” for instructions on how to separate the State, COIT and/or CREDIT Homestead Credit amounts.

After the CREDIT HSC amounts have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.

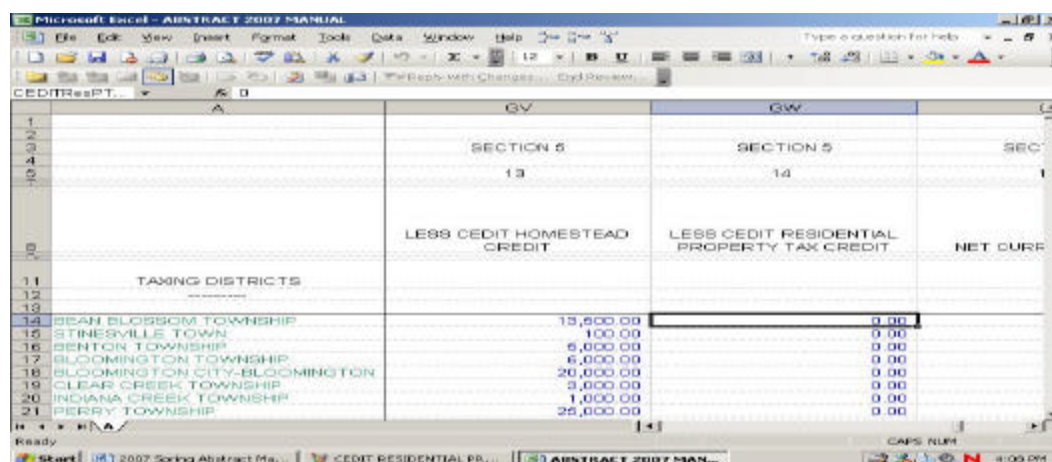


If applicable, then the next data item that needs to be entered is the CEDIT Residential Property Tax Replacement Credit Amounts. CEDIT Residential Property Tax Replacement Credit amount is applicable for those counties that have adopted the CEDIT Residential Property Tax Replacement Credit.

From the "SECTION 5 DATA" menu select the CEDIT Residential Property Tax Replacement Credit Amounts button and click the OK button. CEDIT Residential Property Tax Replacement Credit is entered in Column 14 of Section 5.



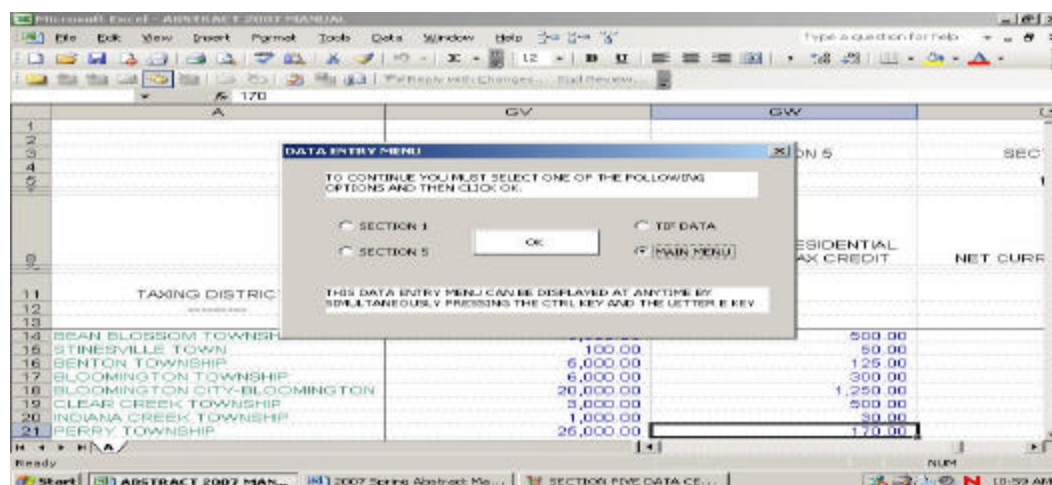
After the CEDIT Res PTRC Amounts has been selected, you will be taken to the cell where you begin to enter the CEDIT Res PTRC amounts.



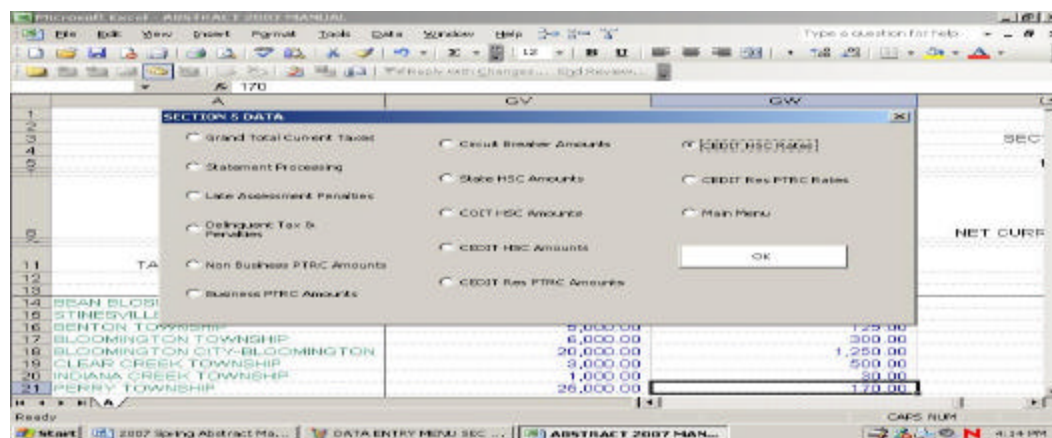
If you have a TIF District(s) where the taxpayers receive CEDIT Residential Property Tax Replacement Credit on increment taxes, then the CEDIT Residential Property Tax Replacement Credit amount must be separated between the Taxing District line and the TIF District line. The CEDIT Residential Property Tax Replacement Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF CEDIT Residential Property Tax Replacement Credit amount.

Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF CEDIT Residential Property Tax Replacement Credit.

After the CEDIT Residential Property Tax Replacement Credit amounts have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.

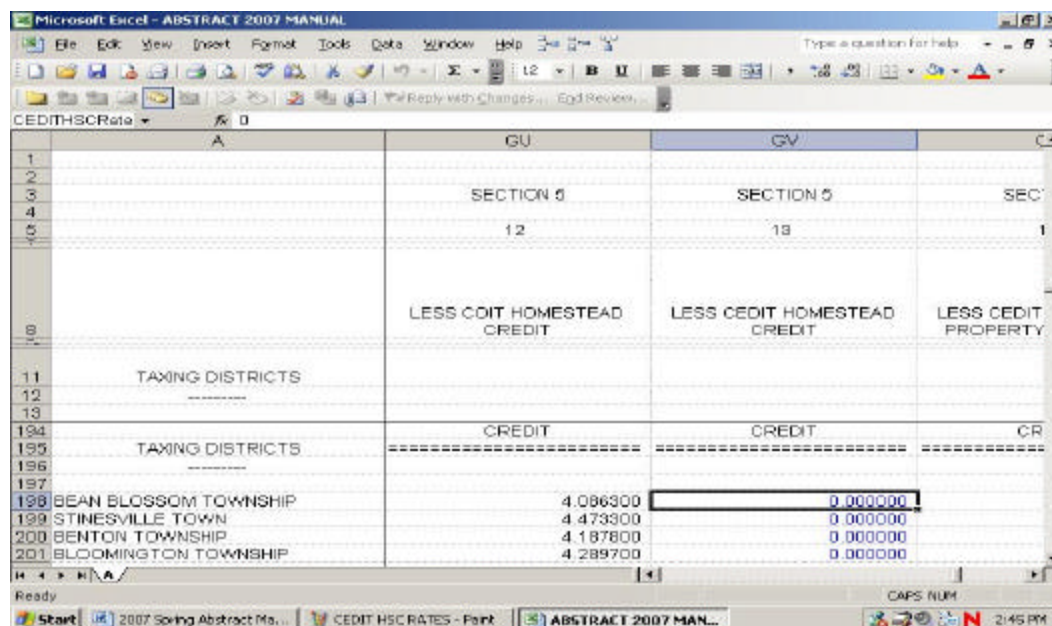


The next data items that need to be entered, if applicable, are the CEDIT HSC Rates. From the “SECTION 5 DATA” menu select the CEDIT HSC Rates button and click the OK button.



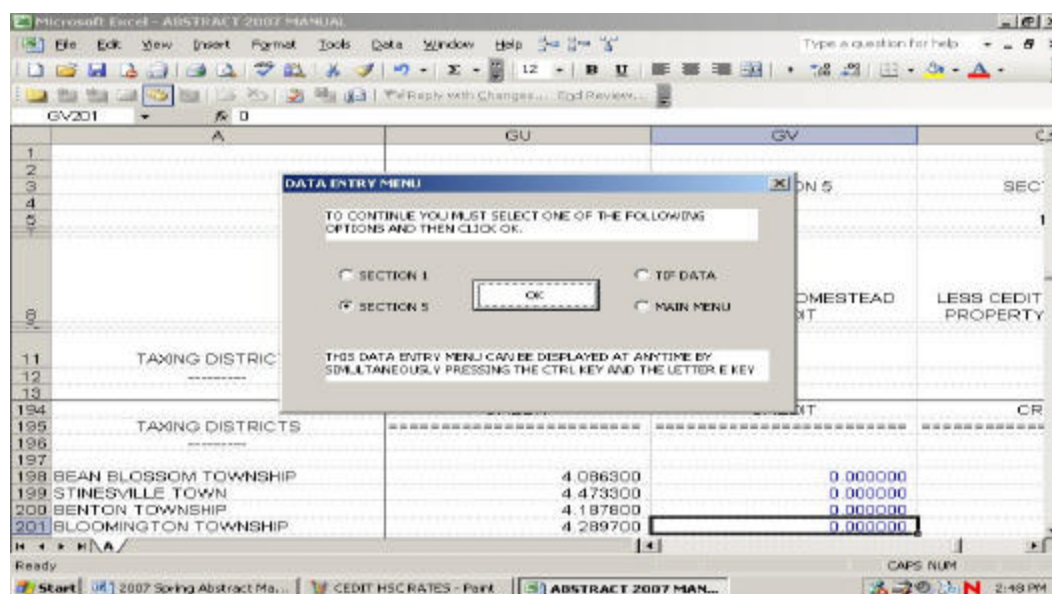


After clicking the OK button you will be taken to the cell where the CEDIT HSC Rates are to be entered. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF CEDIT HSC Rates.

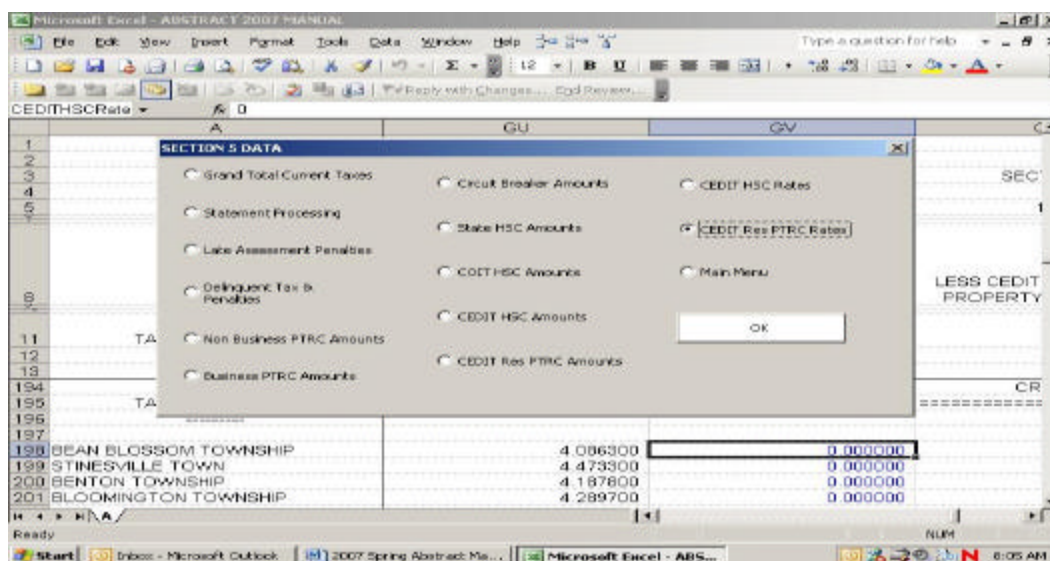


After the CEDIT HSC Rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

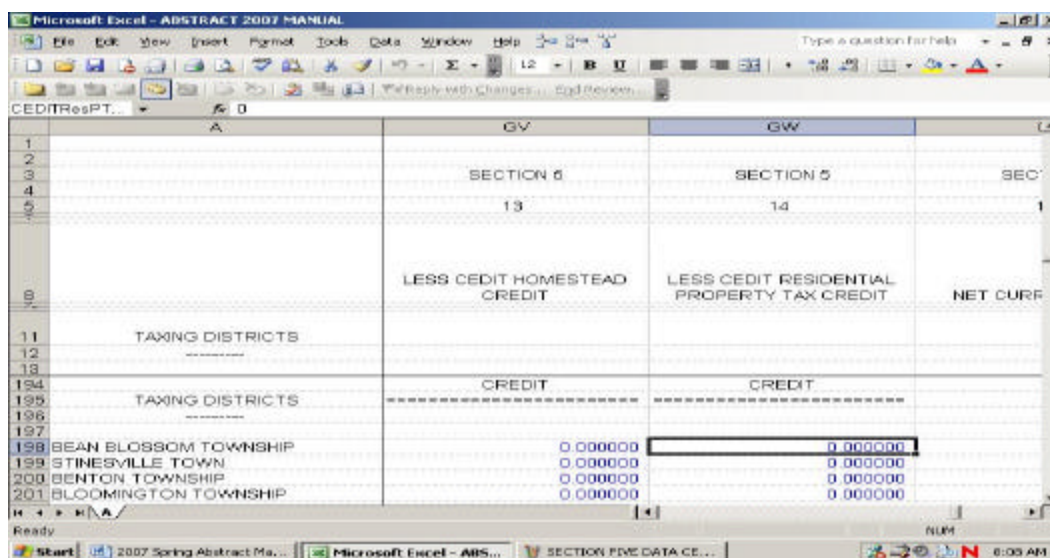
To continue with Section 5 data entry, then from the “DATA ENTRY MENU” select the Section 5 button and click the OK button.



If applicable, then the next data item that needs to be entered is the CEDIT Residential Property Tax Replacement Credit Rates. From the “SECTION 5 DATA” menu select the CEDIT Res PTRC Rates button and click the OK button. Note: These are **not** the same rates as the CEDIT HSC.



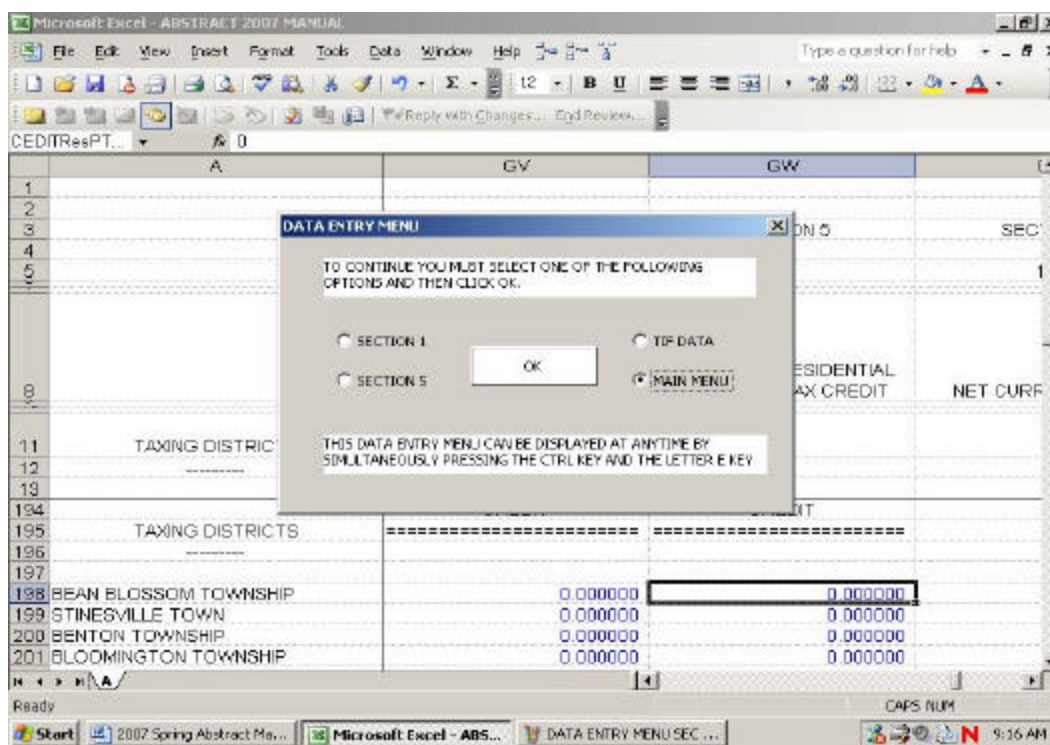
After clicking the OK button you will be taken to the cell where the CEDIT Res PTRC Rates are to be entered. Please refer to PART II of this manual “TIF DATA ENTRY” for data entry of TIF CEDIT Res PTRC Rates.



After the CEDIT Residential Property Tax Credit Rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

This concludes data entry for Section 5.

To return to the Main Menu simultaneously press the CTRL “E” key. Then click on “Main Menu” and click “OK”.



## NOTES

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# ***PART II***

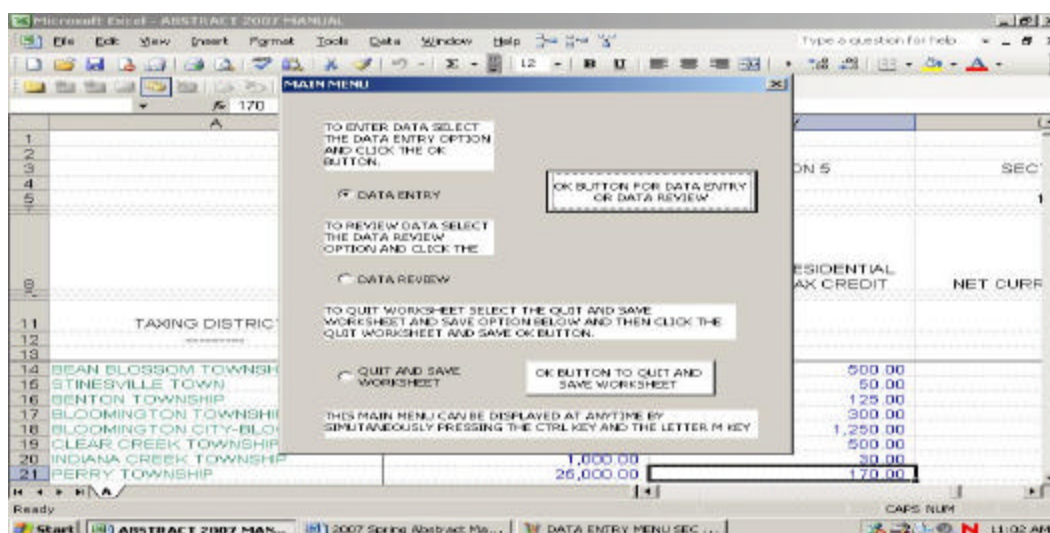
## **TIF**

### **Tax Increment Financing DATA ENTRY**

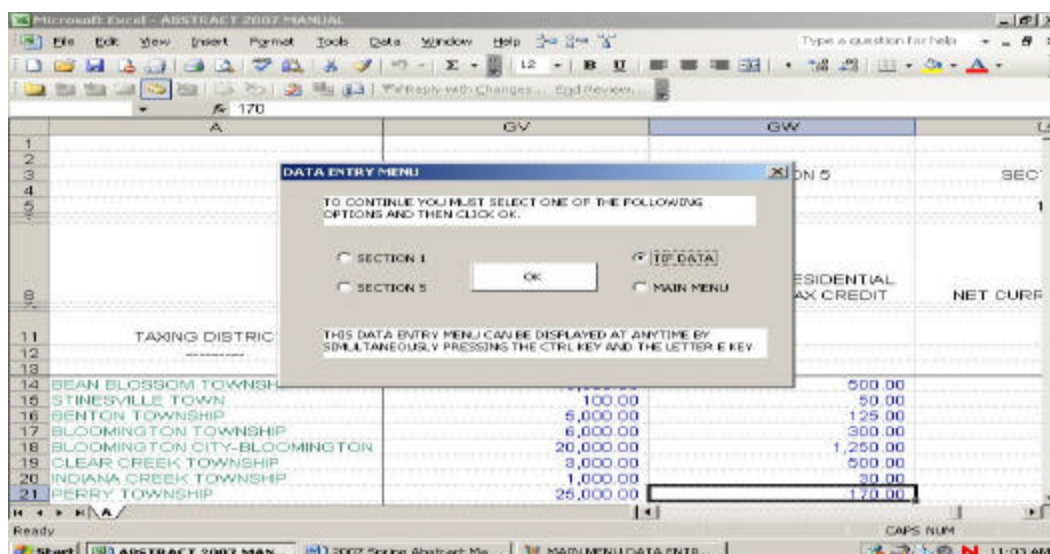


## DATA ENTRY

To begin data entry, select the “Data Entry” button and then click the “OK BUTTON FOR DATA ENTRY OR DATA REVIEW”.

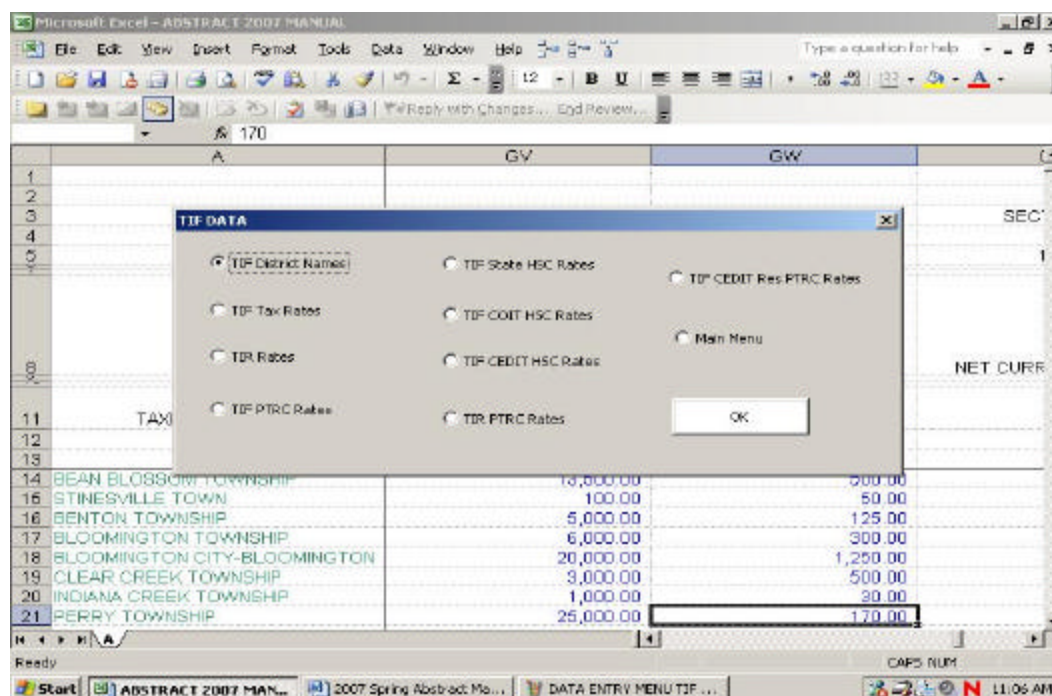


When OK has been selected the “DATA ENTRY MENU” will display. From the Data Entry Menu you will need to select the TIF Data button and then click the OK button.

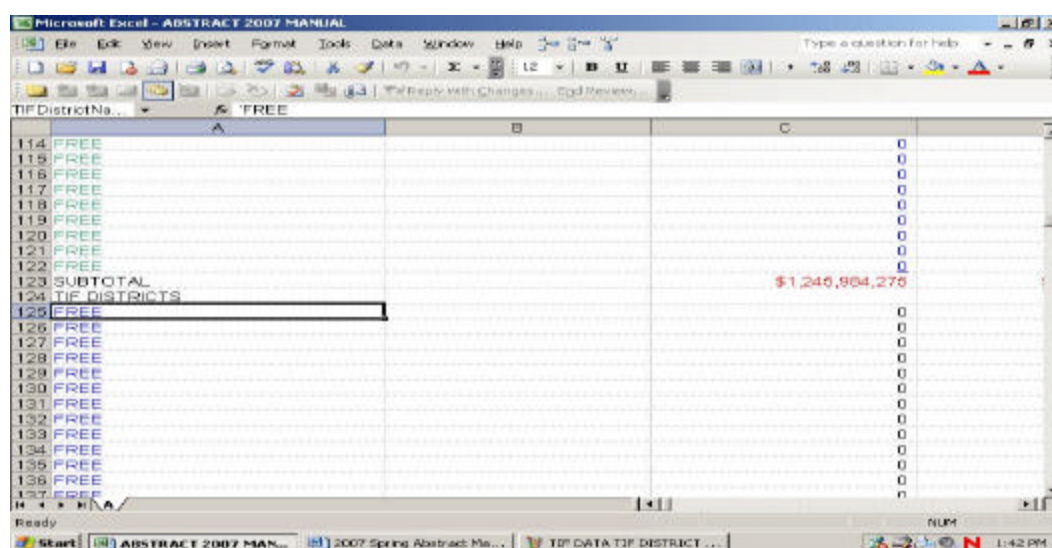


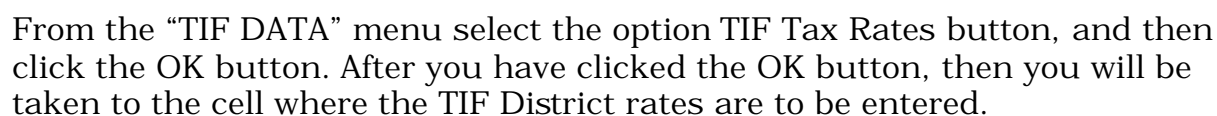
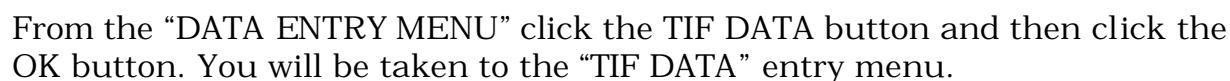


After you have selected the TIF DATA button and clicked the OK button, you will be taken to the "TIF DATA" menu. The first TIF Data item that must be entered is the TIF District Name(s). From the "TIF DATA" menu select TIF District Names button and click the OK button.



After clicking the OK button you will be taken to the first cell of the TIF Districts. Type in the name of the first TIF District; then arrow down to the next cell and type in the name of the second TIF District. Continue this process until all TIF District Names have been entered.





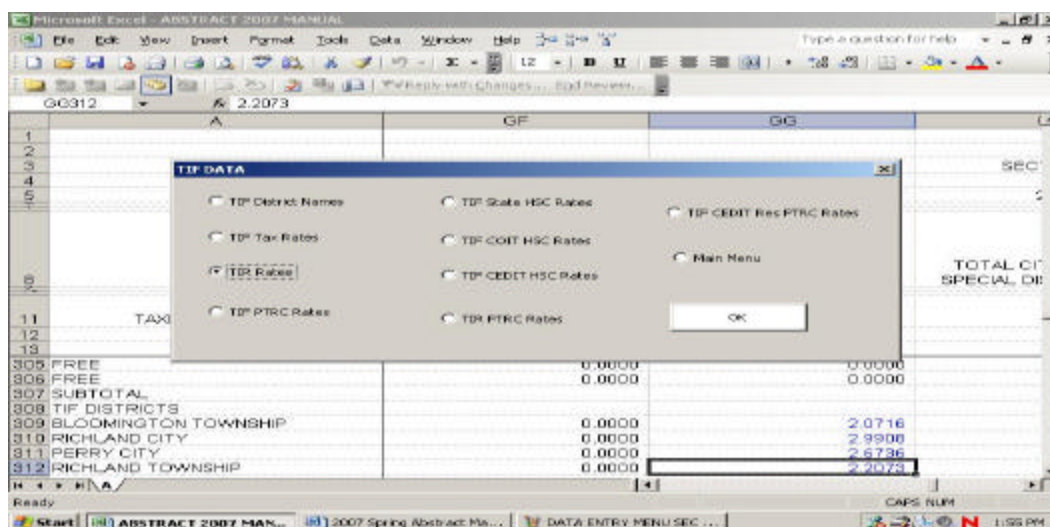
The TIF Tax Rates are the same as the tax rate of the taxing district in which the TIF district is located, except if there is a TIR rate in the TIF District. **If your county has TIR (Tax Increment Replacement Levies), then you first need to subtract the TIR Tax Rate from the TIF Tax Rate prior to doing the data entry.** After the TIR Tax Rate has been subtracted, then enter the net tax rate amount in the TIF District.

After the rates have been entered for all TIF District(s), then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU".

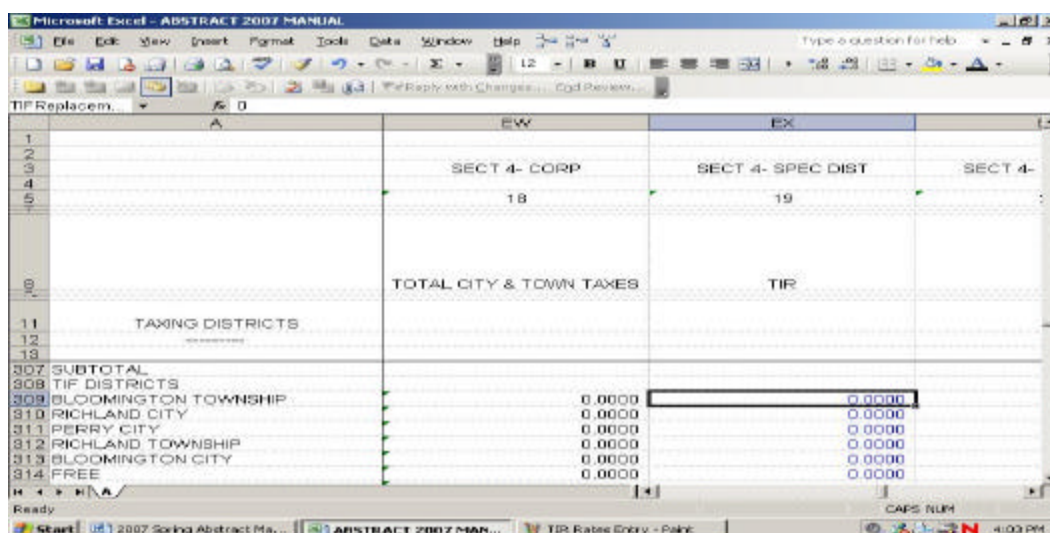


From the “DATA ENTRY MENU” click the TIF DATA button and then click the OK button. You will be taken to the “TIF DATA” entry menu.

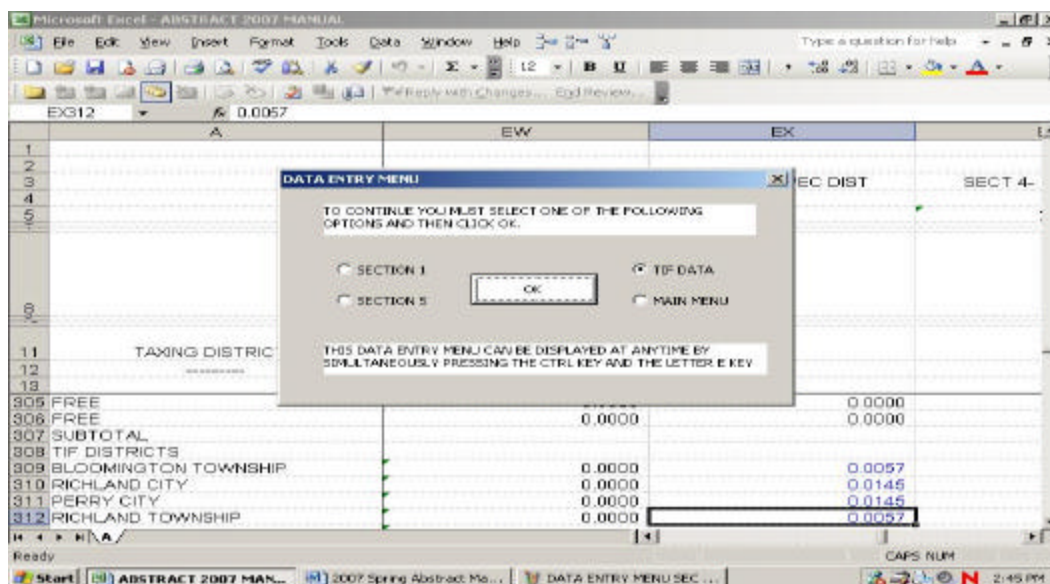
If applicable, the next TIF Data item that needs to be entered is the TIR Rates. From the “TIF DATA” menu select the TIR Rates button and click the OK button. If the TIR Rate is not applicable, then proceed to TIF PTRC Rate instructions.



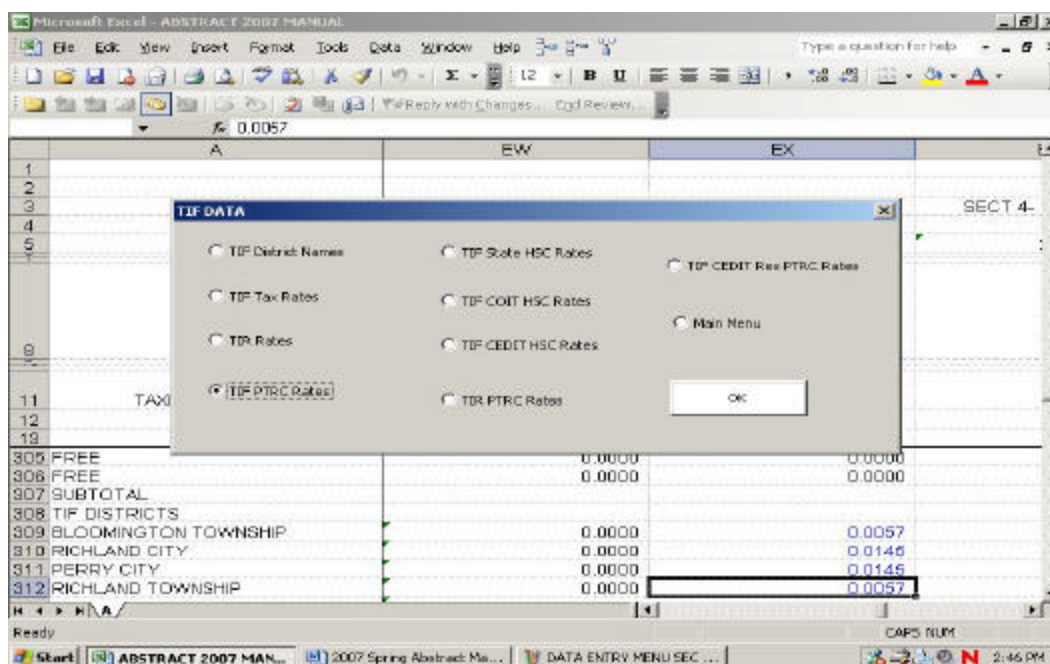
After you have clicked the OK button, then you will be taken to the cell where TIR Tax Rates are to be entered. Enter the TIR Rates for those TIF District(s) that have Tax Increment Replacement Levy.



After the TIR Rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. From the “DATA ENTRY MENU” select the TIF Data button and click the OK button.



If applicable, the next “TIF DATA” item that needs to be entered is the TIF PTRC Rates. From the “TIF DATA” menu select the TIF PTRC Rate button and then click the OK button.



After you have clicked the OK button you will be taken to the cell where TIF PTRC Rates are entered.

	GR	GR	SEC
SECTION 6			
SECTION 5			
SECTION 1			
LESS BUSINESS PROPERTY TAX REPLACEMENT CREDIT			
LESS TIF NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT			
LESS TIF PROPE REPLACEMENT CREDIT			
TAXING DISTRICTS			
305 FREE	0.000000	0.000000	
306 FREE	0.000000	0.000000	
307 SUBTOTAL			
308 TIF DISTRICTS			
309 BLOOMINGTON TOWNSHIP	0.000000	0.000000	
310 RICHLAND CITY	0.000000	0.000000	
311 PERRY CITY	0.000000	0.000000	
312 RICHLAND TOWNSHIP	0.000000	0.000000	

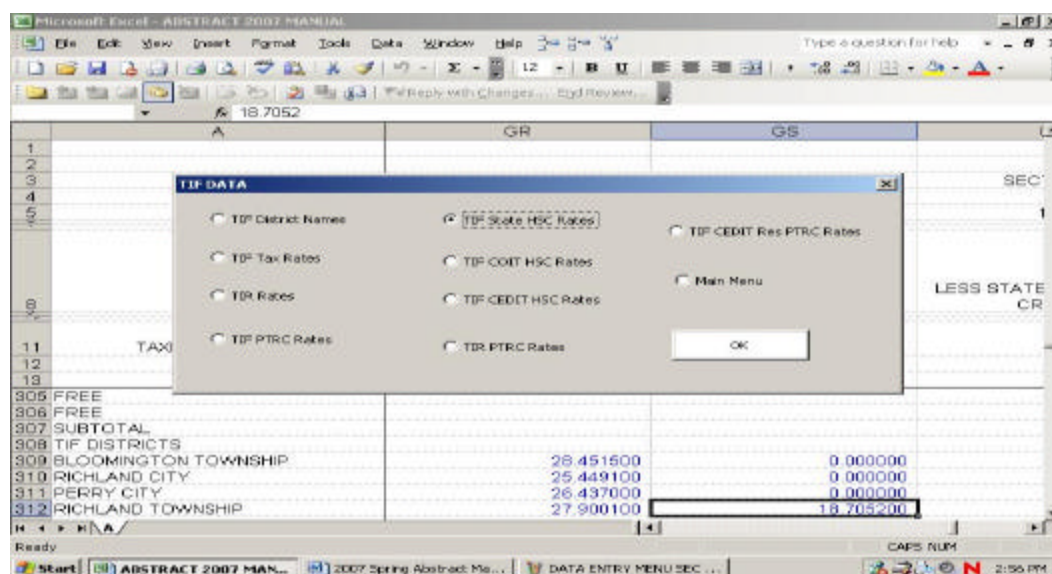
Enter the PTRC rates for all TIF Districts where the taxpayers receive property tax replacement credit. If taxpayers in the TIF District pay 100% of the tax rate, or in other words don't receive the property tax replacement credit, then PTRC rates **will not** be entered for those TIF Districts. The TIF PTRC Rates will be entered in Columns 9 for Non Business Property Tax Replacement and Column 10 for Business Property Tax Replacement Credit. The TIF PTRC rates are equal to the PTRC rates for the taxing district in which the TIF district is located.

After all the TIF PTRC rates have been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". From the "DATA ENTRY MENU" click the TIF DATA button and then click the OK button. You will be taken to the "TIF DATA" entry menu.

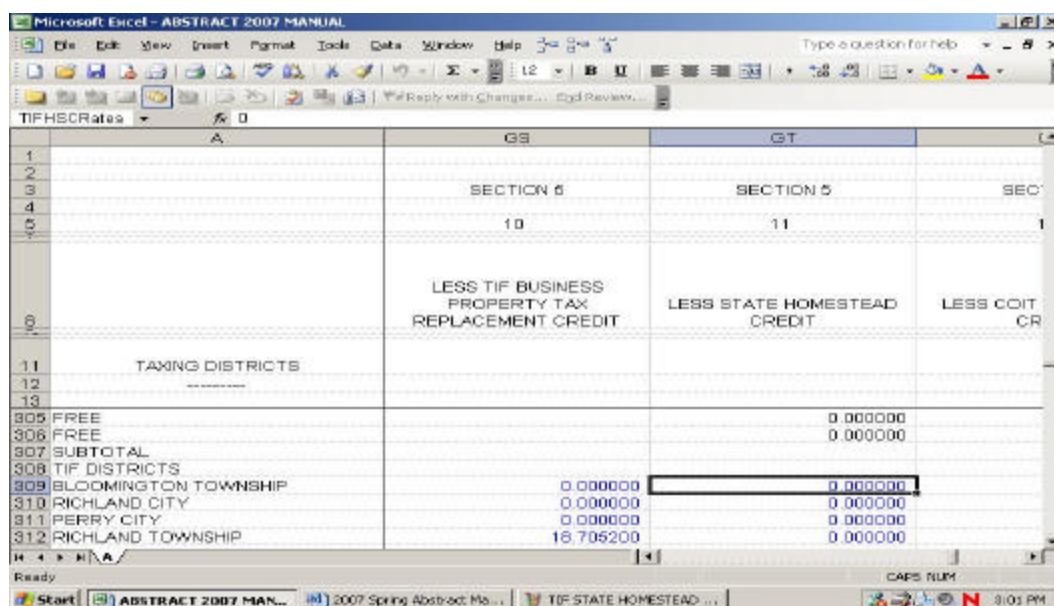
	GR	GS	SEC
SECTION 6			
SECTION 5			
SECTION 1			
BUSINESS PROPERTY TAX REPLACEMENT CREDIT			
LESS STATE CR			
TAXING DISTRICTS			
305 FREE	26.451600	0.000000	
306 FREE	25.449100	0.000000	
307 SUBTOTAL			
308 TIF DISTRICTS			
309 BLOOMINGTON TOWNSHIP	26.437600	0.000000	
310 RICHLAND CITY	27.900100	18.705200	
311 PERRY CITY			
312 RICHLAND TOWNSHIP			



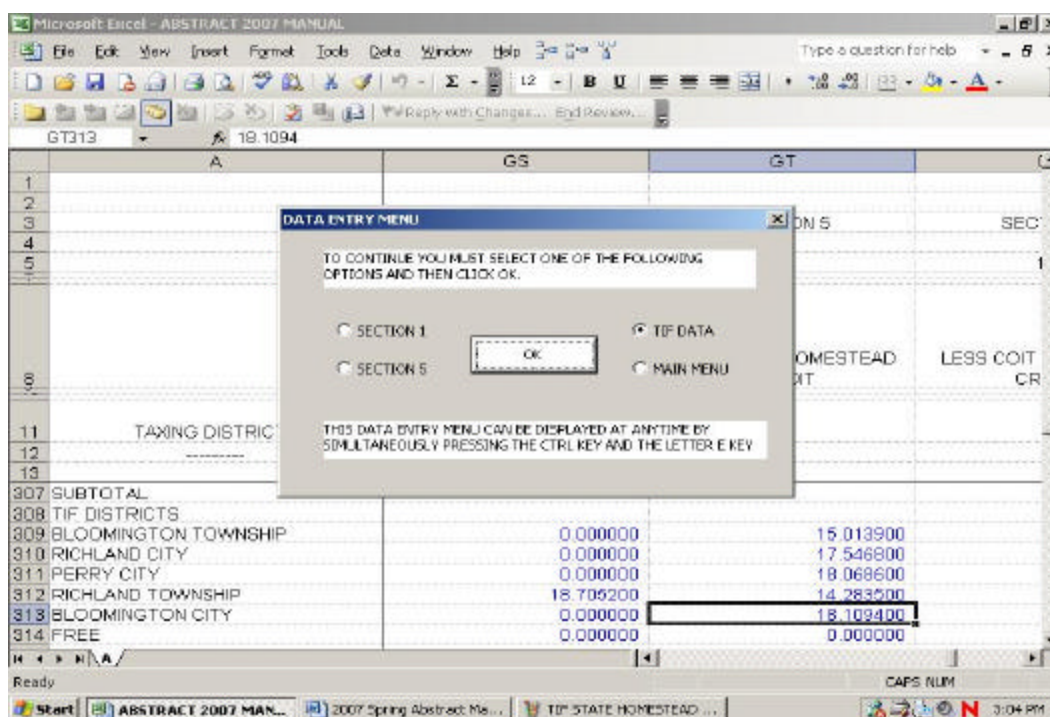
If applicable, the next “TIF DATA” item that needs to be entered is the State Homestead Credit (HSC) rates. On the “TIF DATA” entry menu make sure the TIF State HSC Rates button is selected. After the TIF State HSC Rates has been selected, then click the OK button.



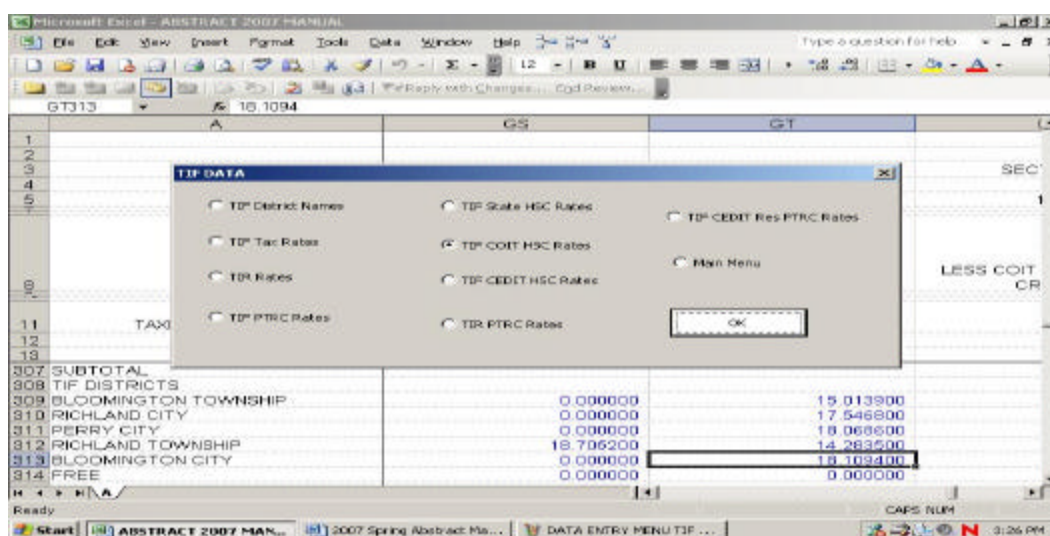
After the OK button has been clicked, then you will be taken to the cell where TIF State HSC rates are entered. Enter State HSC Rates for those TIF Districts where taxpayers receive homestead credit. The TIF district homestead credit rates are equal to the State homestead credit rates for the taxing district in which the TIF district is located.



After the TIF State HSC rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. From the “DATA ENTRY MENU” make sure the TIF DATA button is selected and click then OK button. This will take you to the “TIF DATA” entry menu.



If applicable, the next “TIF DATA” item that needs to be entered is the TIF COIT HSC Rate. Make sure the TIF COIT HSC Rate button is selected then click the OK button.



After the OK button has been clicked, then you will be taken to the cell where TIF COIT HSC rates are entered. Enter TIF COIT HSC Rates for those TIF Districts that have taxpayers that receive COIT homestead credit. The TIF COIT HSC rates are equal to the COIT HSC rates for the taxing district in which the TIF is located.

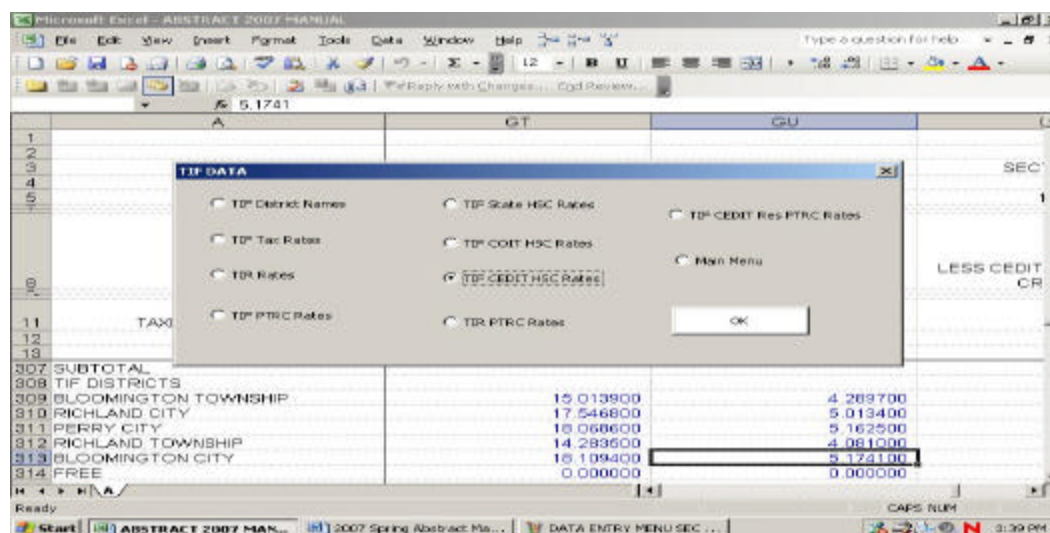
	A	GT	GU	SEC
1				
2				
3		SECTION 5	SECTION 5	SEC
4		11	12	1
5				
6				
7		LESS STATE HOMESTEAD CREDIT	LESS COIT HOMESTEAD CREDIT	LESS CREDIT CR
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	305 FREE	0.000000	0.000000	
15	306 FREE	0.000000	0.000000	
16	307 SUBTOTAL			
17	308 TIF DISTRICTS			
18	309 BLOOMINGTON TOWNSHIP	15.013900	0.000000	
19	310 RICHLAND CITY	17.546800	0.000000	
20	311 PERRY CITY	18.068600	0.000000	
21	312 RICHLAND TOWNSHIP	14.283500	0.000000	
22				
23				
24				
25				

After all TIF COIT HSC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". From the "DATA ENTRY MENU" make sure the TIF DATA button is selected and click then OK button. This will take you to the "TIF DATA" entry menu.

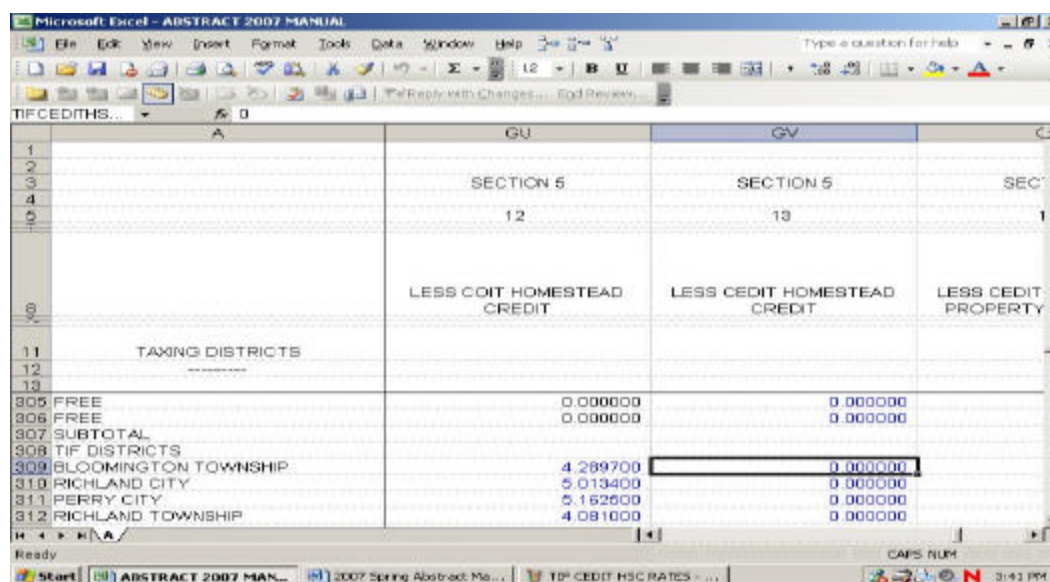
	A	GT	GU	SEC
1				
2				
3		SECTION 5	SECTION 5	SEC
4		11	12	1
5				
6				
7		LESS STATE HOMESTEAD CREDIT	LESS COIT HOMESTEAD CREDIT	LESS CREDIT CR
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	307 SUBTOTAL			
15	308 TIF DISTRICTS			
16	309 BLOOMINGTON TOWNSHIP	15.013900	4.289700	
17	310 RICHLAND CITY	17.546800	5.013400	
18	311 PERRY CITY	18.068600	5.162500	
19	312 RICHLAND TOWNSHIP	14.283500	4.081000	
20	313 BLOOMINGTON CITY	18.109400	5.174100	
21	314 FREE	0.000000	0.000000	
22				
23				
24				
25				



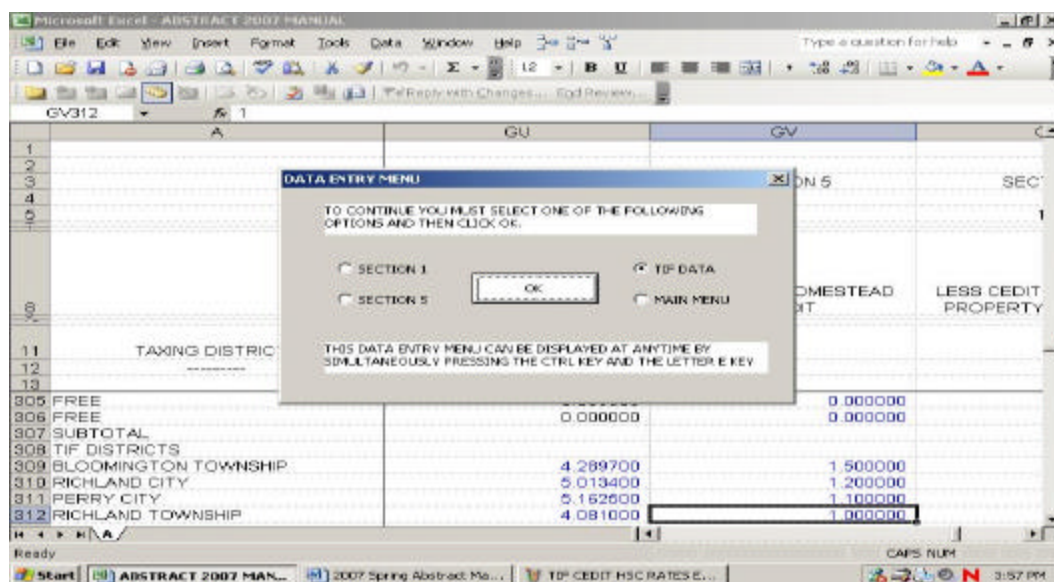
If applicable, the next “TIF DATA” item that needs to be entered is the TIF CREDIT HSC Rates. On the “TIF DATA” entry menu make sure the TIF CREDIT HSC Rates button is selected. After the TIF CREDIT HSC Rates button has been selected, then click the OK button. The TIF CREDIT HSC rates are equal to the CREDIT HSC rates for the taxing district in which the TIF district is located.



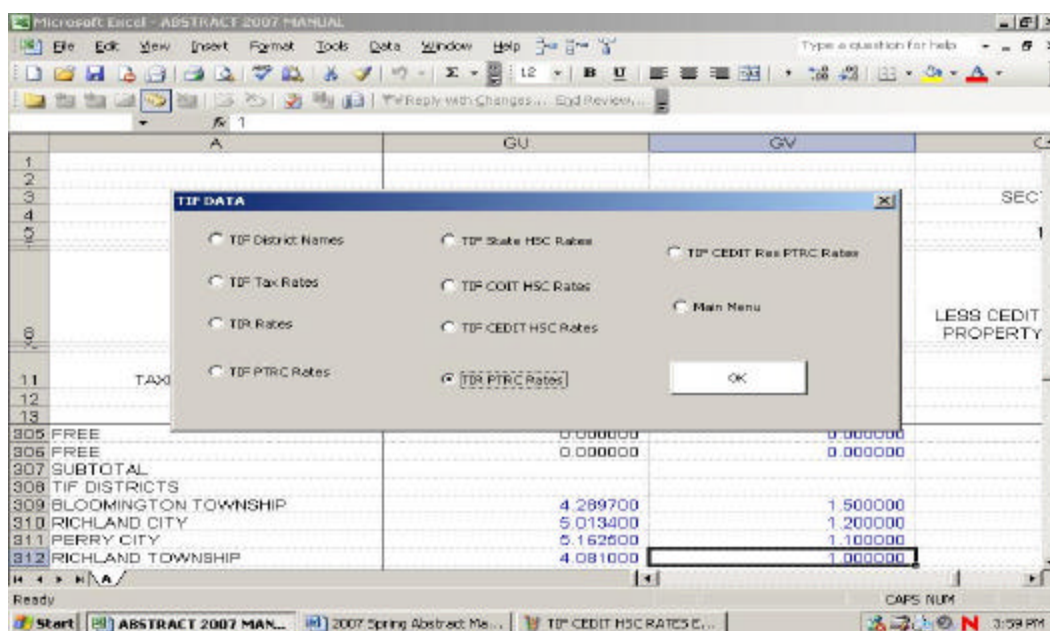
After the OK button has been clicked, then you will be taken to the cell where TIF CREDIT HSC rates are entered. Enter TIF CREDIT HSC Rates for those TIF Districts that have taxpayers that receive CREDIT homestead credit.



After all TIF CREDIT HSC Rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. From the “DATA ENTRY MENU” make sure the TIF DATA button is selected and click then OK button. This will take you to the “TIF DATA” entry menu.



If applicable, the next “TIF DATA” item that needs to be entered is the TIR PTRC Rates. On the “TIF DATA” entry menu make sure the TIR PTRC Rates button is selected. After the TIR PTRC Rates button has been selected, then click the OK button. The TIR PTRC rates are equal to the PTRC rates for the taxing district in which the TIF district is located.

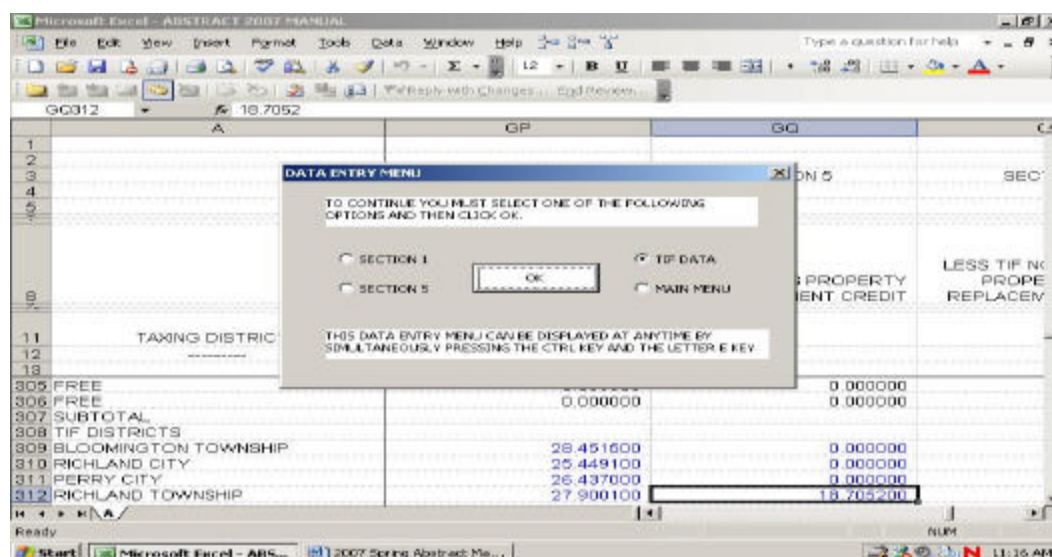




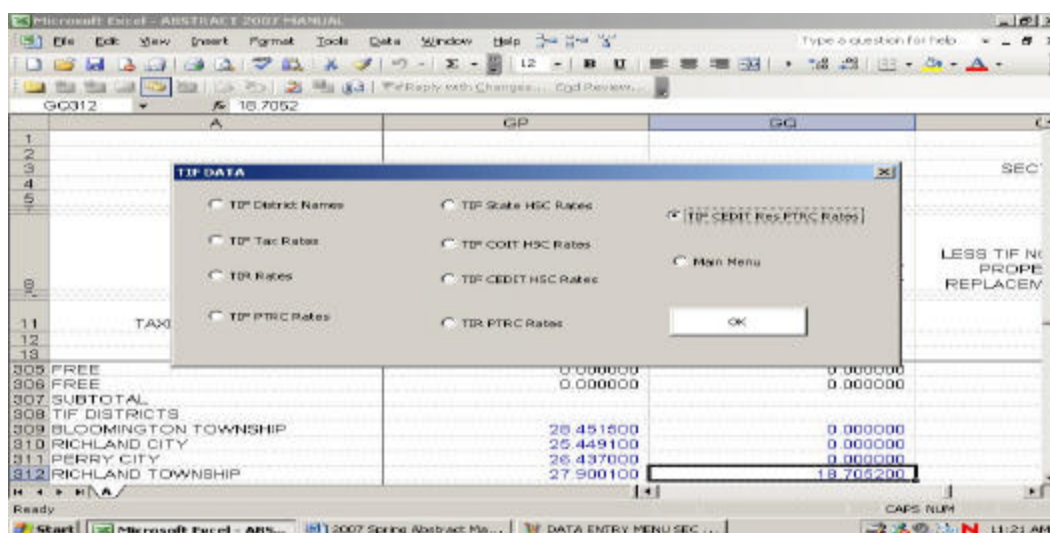
Unlike TIF Taxes where the State does not pay PTRC on TIF Taxes, the state does pay PTRC on TIR Taxes. For those TIF Taxing Districts that have a TIR Tax Rate, you will need to enter the TIR PTRC Rates. The TIR PTRC Rates are the same rates as the TIF PTRC Rates. These rates will be entered in Section 5, Column 7 for Non Business PTRC and Column 8 for Business PTRC.

	A	GP	GQ	SEC
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	FREE	0.000000	0.000000	
15	FREE	0.000000	0.000000	
16	SUBTOTAL			
17	TIF DISTRICTS			
18	BLOOMINGTON TOWNSHIP	28.451500	0.000000	
19	RICHLAND CITY	25.449100	0.000000	
20	PERRY CITY	26.437000	0.000000	
21	RICHLAND TOWNSHIP	27.900100	18.705200	

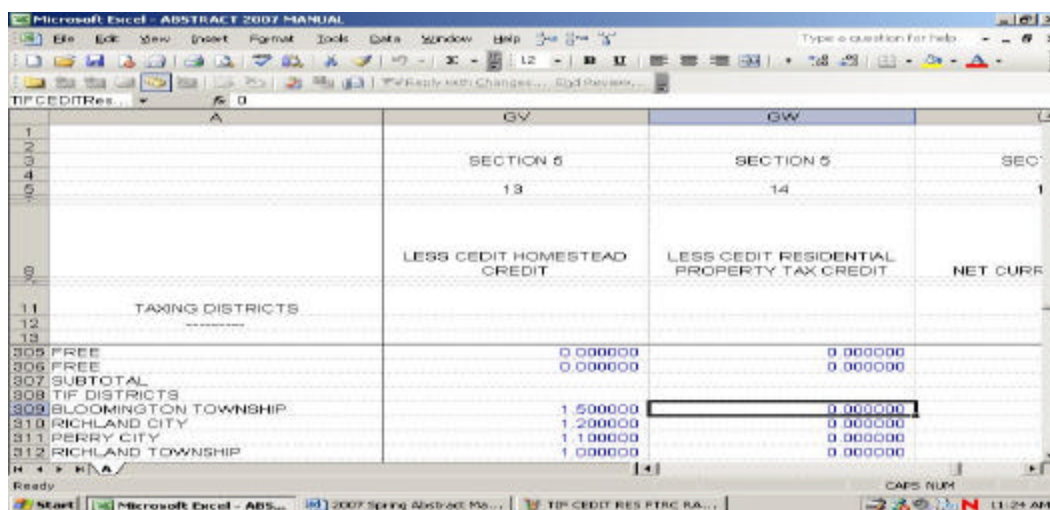
After all the TIR PTRC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". From the "DATA ENTRY MENU" make sure the TIF DATA button is selected and click then OK button. This will take you to the "TIF DATA" entry menu.



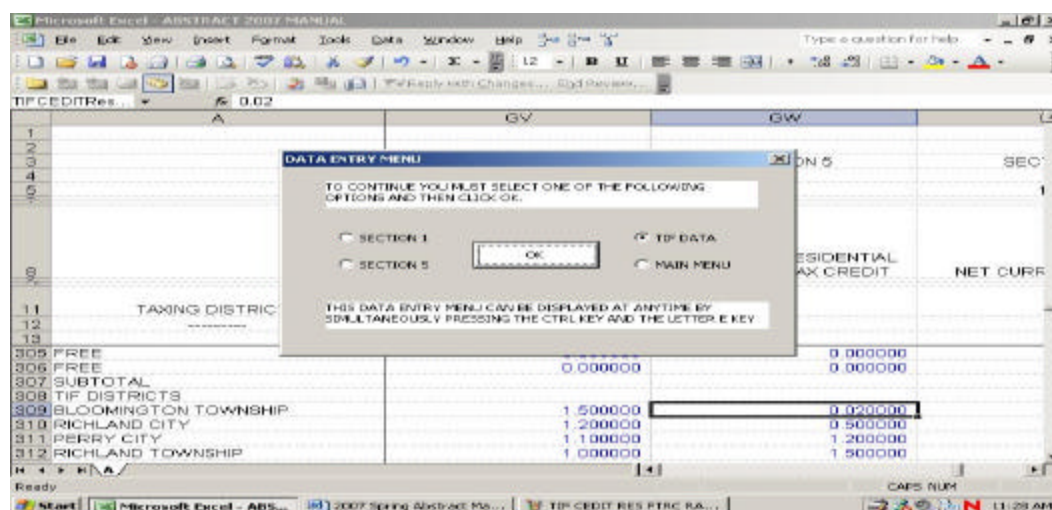
If applicable, the next “TIF DATA” item that needs to be entered is the TIF CREDIT RESIDENTIAL PTRC Rates. Note: these are **not** the same as the CREDIT HSC rates. On the “TIF DATA” entry menu make sure the TIF CREDIT RES PTRC Rates button is selected. After the TIF CREDIT RES PTRC Rates button has been selected, then click the OK button. The TIF CREDIT RES PTRC rates are equal to the CREDIT RES PTRC rates for the taxing district in which the TIF district is located.



After the OK button has been clicked, then you will be taken to the cell where TIF CREDIT Residential Property Tax Credit rates are entered. Enter TIF CREDIT Residential Property Tax Credit Rates for those TIF Districts that have taxpayers that receive CREDIT Residential Property Tax Credit. The TIF CREDIT Res PTRC Rate will be entered in Section 5, Column 14.



After all the TIF CREDIT Residential Property Tax Credit Rates have been entered, then simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.



After you have completed the primary setup for the TIF District(s), you are ready to enter the TIF data in Sections 1A, 1B and 5.

TIF Values need to be entered in Section 1A and 1B of the abstract.

**TIF** amount(s) on **TIF DISTRICT** line(s) are to be entered as a **negative amount(s)**.

**TIF** amount(s) entered on the **TAXING DISTRICT** line(s) of the taxing district(s) where the TIF District(s) is located are to be entered as **positive amount(s)**.

**The Grand Total of the TIF Column should equal zero.**

The following screens are examples of the TIF entries in Real Estate. Note that the TIF entries in the Personal Property Columns will look the same as real estate entries.

## TIF Entry on Taxing District Line - Real Estate

	A	P	Q	
1		SECTION 1A	SECTION 1A	SECT
2		14	15	
3				
4				
5				
6		TIF	NET VALUE OF REAL ESTATE	PERSONAL OTHER TH PERSONAL
7				
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
14	BEAN BLOSSOM TOWNSHIP	0	72,795,610	
15	STINEVILLE TOWN	0	2,175,070	
16	BENTON TOWNSHIP	0	170,968,170	
17	BLOOMINGTON TOWNSHIP	1,202,658	227,178,082	
18	BLOOMINGTON CITY-BLOOMINGTON	100,634,921	809,676,958	
19	CLEAR CREEK TOWNSHIP	0	261,908,120	
20	INDIANA CREEK TOWNSHIP	0	50,231,390	
21	PERRY TOWNSHIP	0	477,894,550	

## TIF Entry on TIF District Line - Real Estate

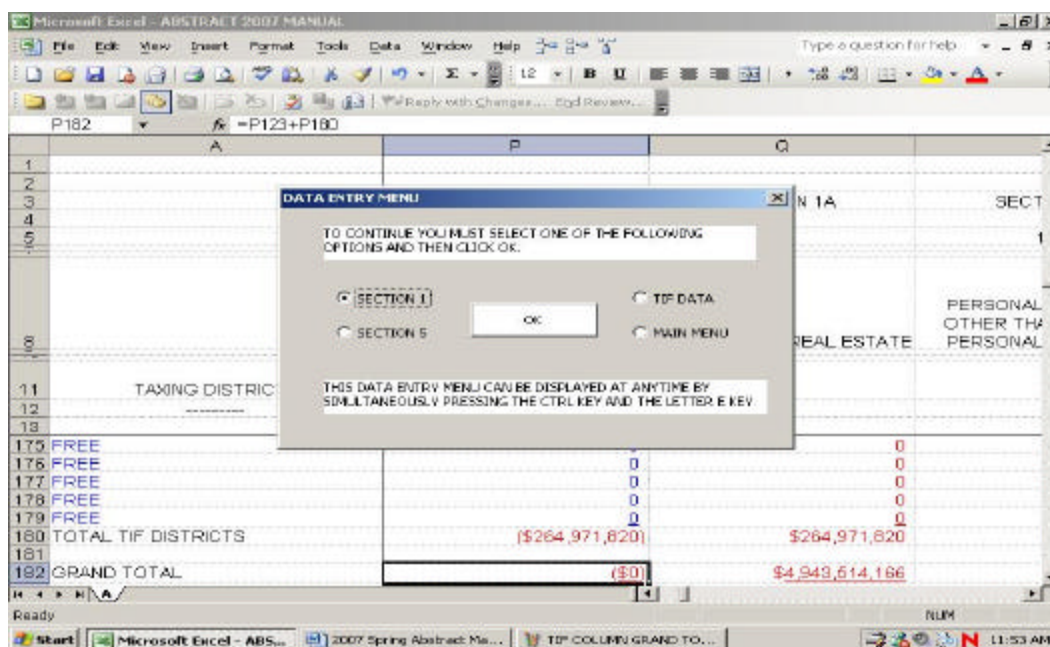
	A	P	Q	
1		SECTION 1A	SECTION 1A	SECT
2		14	15	
3				
4				
5				
6		TIF	NET VALUE OF REAL ESTATE	PERSONAL OTHER TH PERSONAL
7				
8				
9				
10				
11	TAXING DISTRICTS			
12				
13				
124	TIF DISTRICTS			
125	BLOOMINGTON TOWNSHIP	1,202,658	1,202,658	
126	RICHLAND CITY	(28,071,969)	28,071,969	
127	PERRY CITY	(84,955,098)	84,955,098	
128	RICHLAND TOWNSHIP	(50,107,174)	50,107,174	
129	BLOOMINGTON CITY	(100,634,921)	100,634,921	
130	FREE	0	0	
131	FREE	0	0	



## TIF Column – Grand Total

	A	P	Q
1		SECTION 1A	SECTION 1A
2		14	15
3			
4			
5			
6			
7			
8		TIF	NET VALUE OF REAL ESTATE
9			
10			
11	TAXING DISTRICTS		
12			
13			
175	FREE	0	0
176	FREE	0	0
177	FREE	0	0
178	FREE	0	0
179	FREE	0	0
180	TOTAL TIF DISTRICTS	(\$264,971,820)	\$264,971,820
181			
182	GRAND TOTAL	(\$0)	\$4,943,614,166

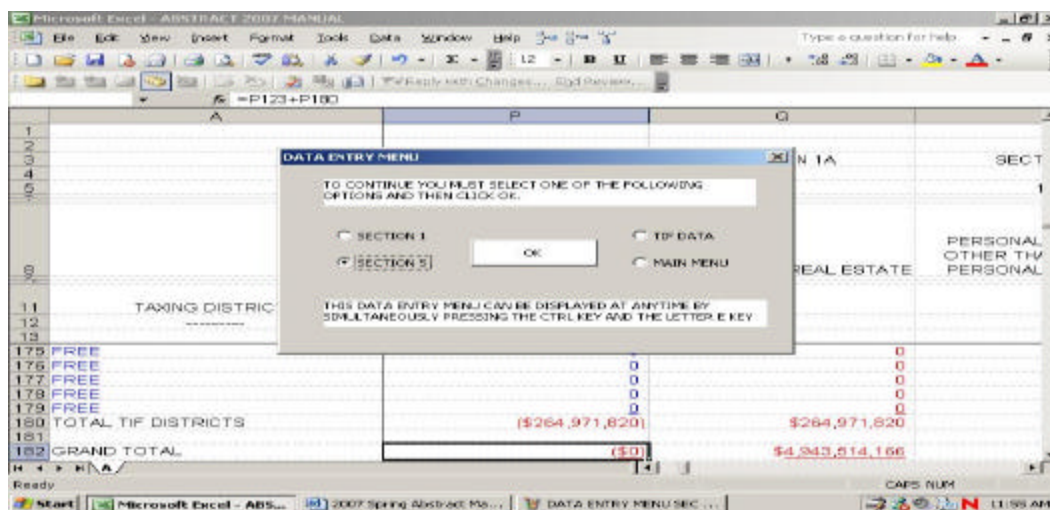
When Section 1 data entry is completed, then simultaneously, press the CTRL “E” keys to return to the “DATA ENTRY MENU”.



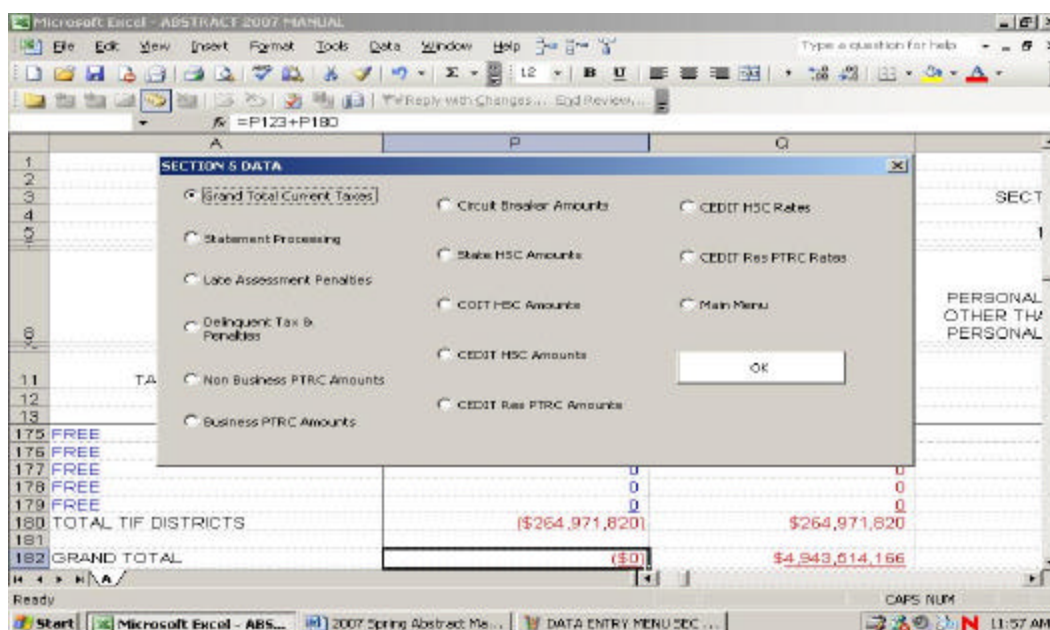


## ENTERING SECTION 5 DATA

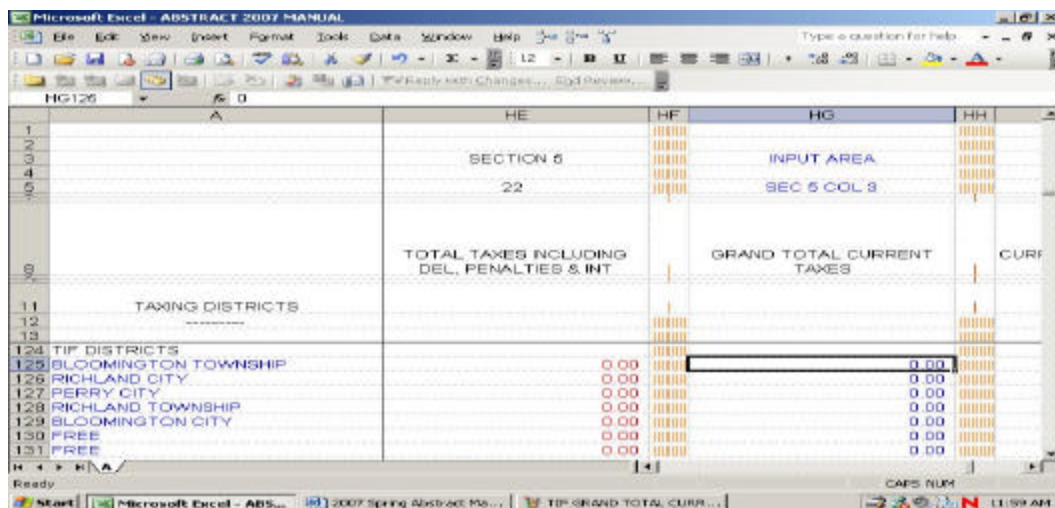
Select the SECTION 5 button on the “DATA ENTRY MENU” and click the OK button.



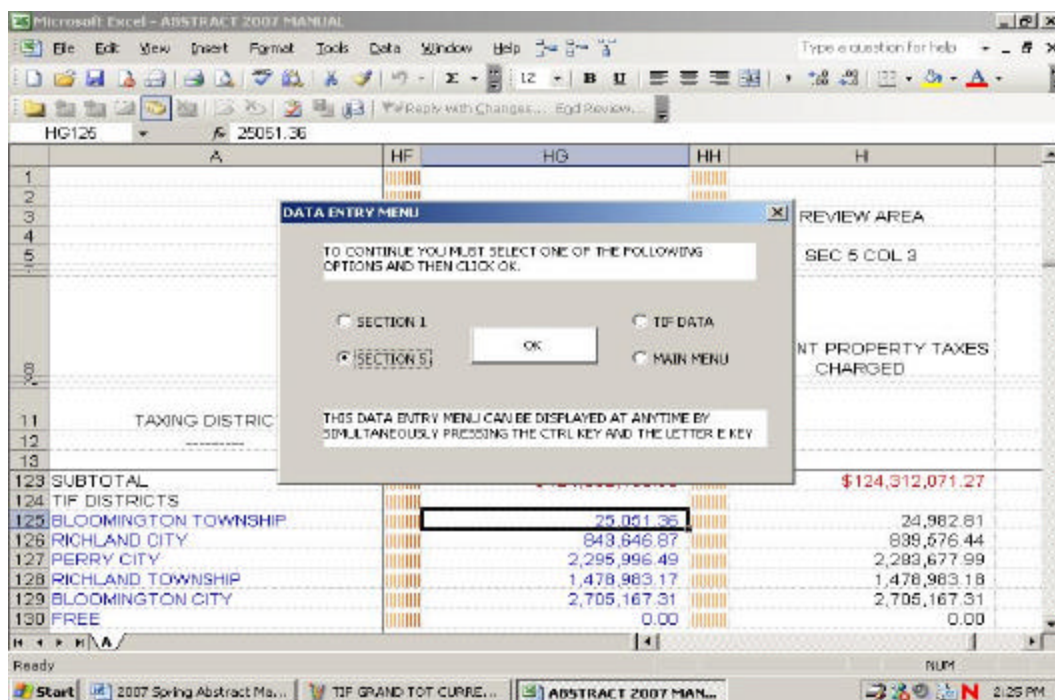
From the “SECTION 5 DATA” Menu select the Grand Total Current Taxes button and click the OK button.



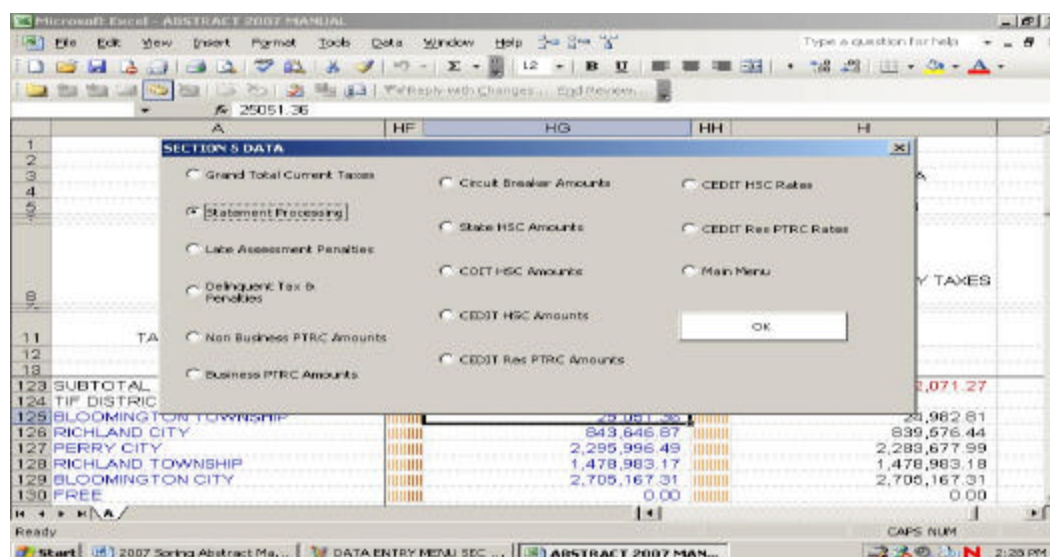
You will need to scroll down to the TIF District(s) line and enter the TIF Grand Total Current Taxes amount as a positive amount.



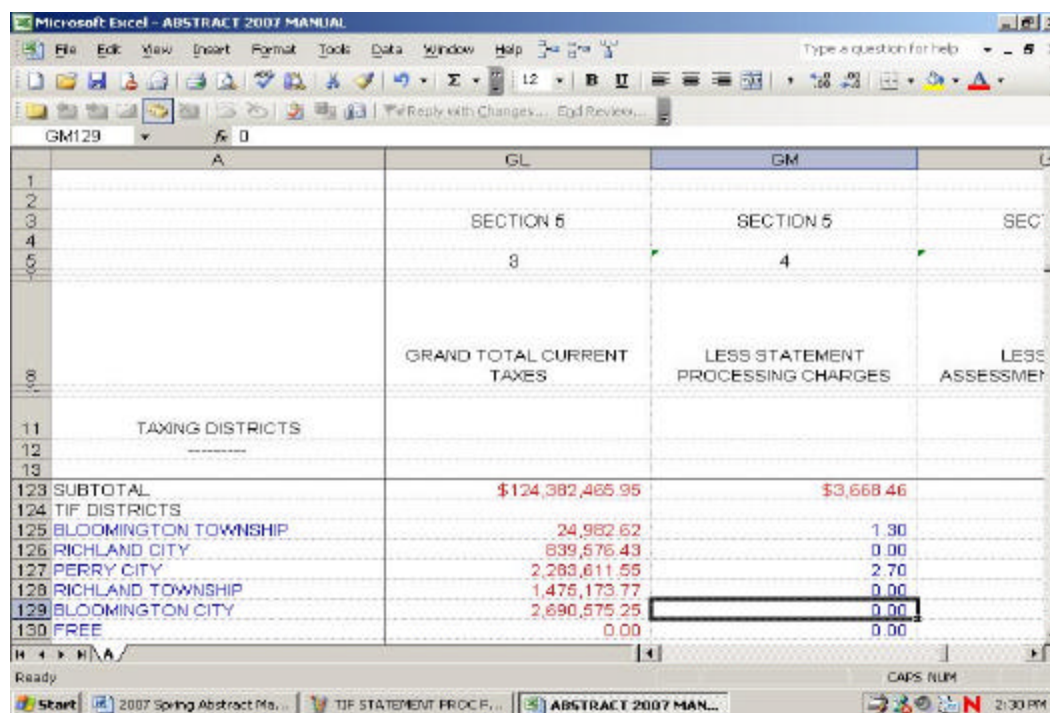
After the TIF Grand Total Current Taxes have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.



The next data item to be entered into Section 5 if applicable is the TIF Statement Processing Fee. Select the Statement Processing button and click the OK button.

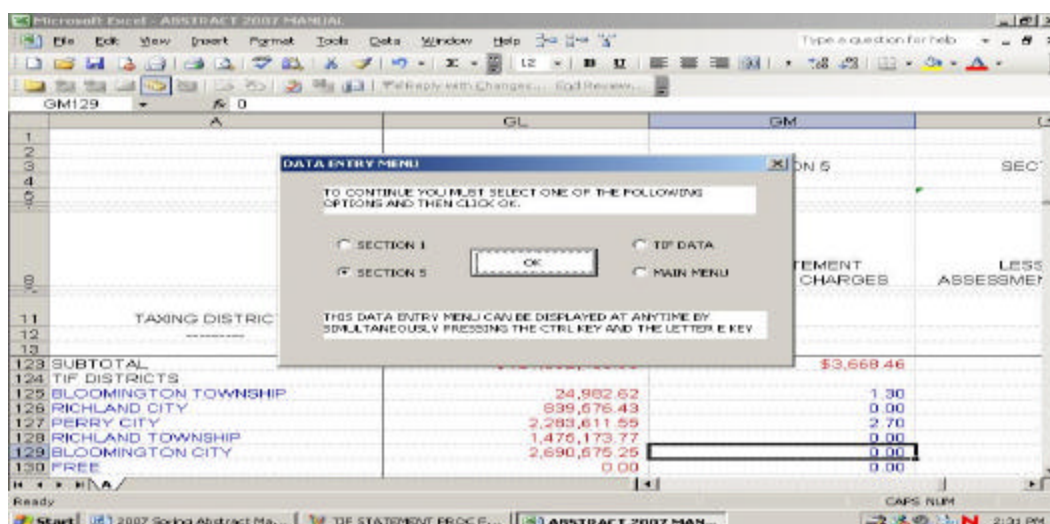


You will need to scroll down to the TIF District(s) line and enter the TIF Statement Processing Charges as a positive amount.

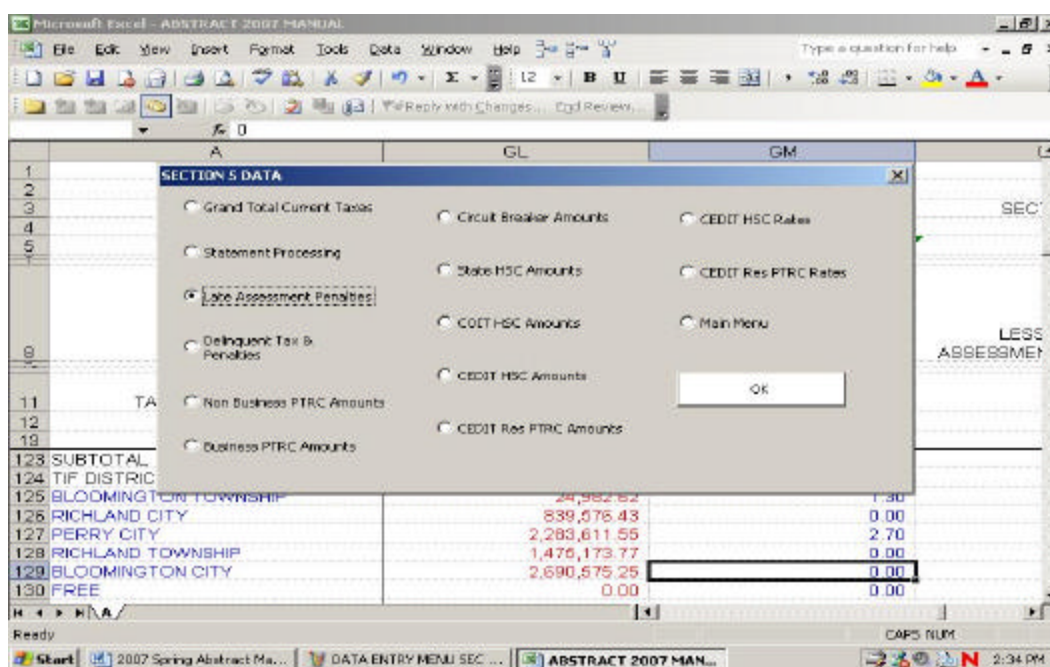




After the TIF Statement Processing Charges have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.



The next data item to be entered into Section 5, if applicable, is the TIF Late Assessment Penalties. Select the Late Assessment button and click the OK button.



You will need to scroll down to the TIF District(s) line and enter the TIF Late Assessment Penalties as a positive amount.

	GM	GN	
SECTION 5			
4		5	
LESS STATEMENT PROCESSING CHARGES		LESS LATE ASSESSMENT PENALTIES	CURRENT PRO CHA
TAXING DISTRICTS			
TIF DISTRICTS			
BLOOMINGTON TOWNSHIP	1.30	25.00	
RICHLAND CITY	0.00	0.00	
PERRY CITY	2.70	25.00	
RICHLAND TOWNSHIP	0.00	0.00	
BLOOMINGTON CITY	0.00	25.00	
FREE	0.00	0.00	
FREE	0.00	0.00	

After the TIF Late Assessment Penalties have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

DATA ENTRY MENU

TO CONTINUE YOU MUST SELECT ONE OF THE FOLLOWING OPTIONS AND THEN CLICK OK.

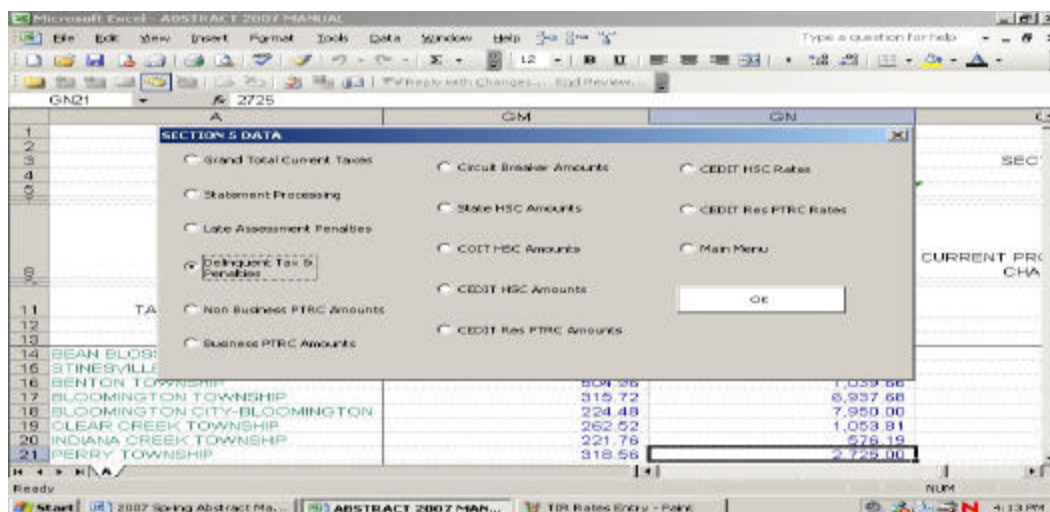
☐ SECTION 1
 ☒ SECTION 5
 ☐ TIF DATA
 ☐ MAIN MENU

THIS DATA ENTRY MENU CAN BE DISPLAYED AT ANYTIME BY SIMULTANEOUSLY PRESSING THE CTRL KEY AND THE LETTER E KEY

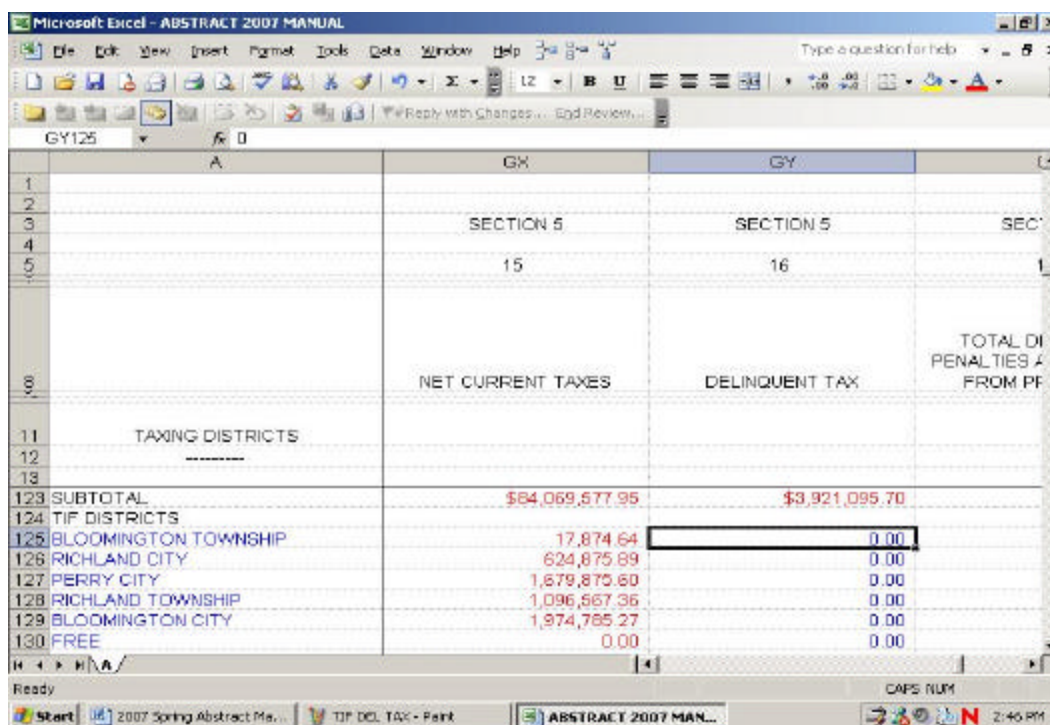
OK



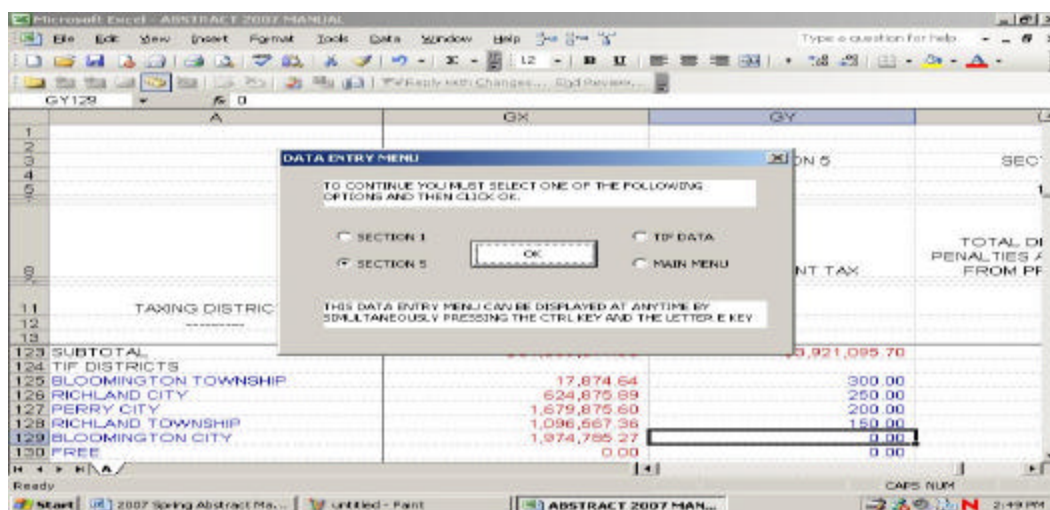
The next data item to be entered into Section 5 if applicable is the TIF Delinquent Tax and Penalties. Select the Delinquent Tax and Penalties button and click the OK button.



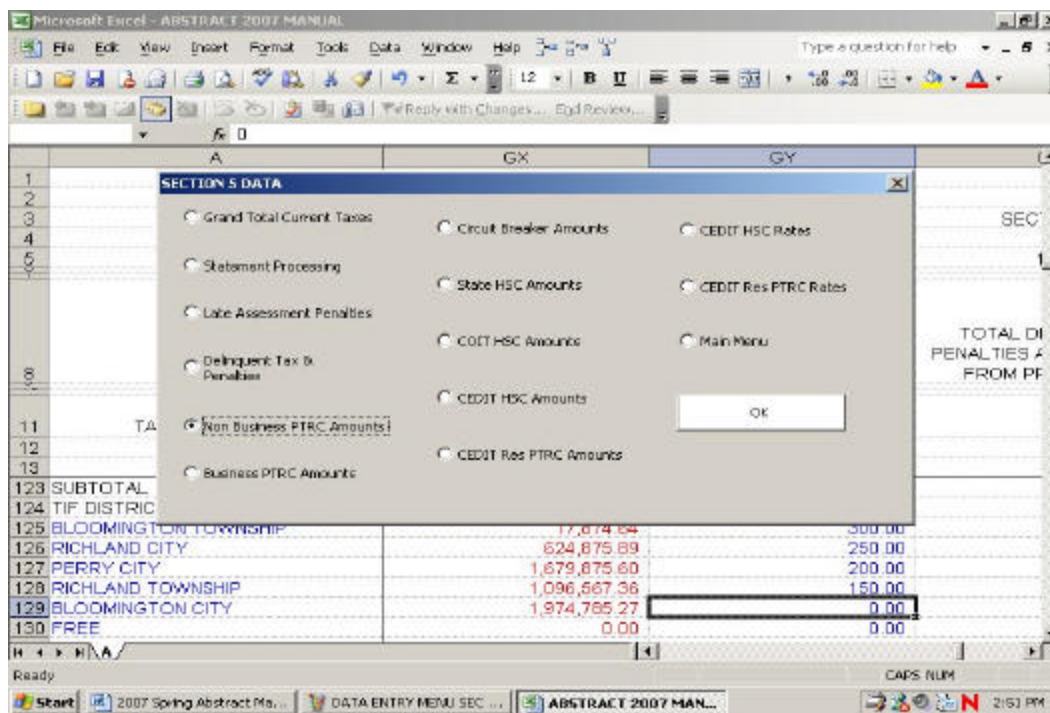
Delinquent Taxes and Penalties are entered in Columns 16, 17, 18 and 19 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Delinquent Tax and Penalties as a positive amount.



After the TIF Delinquent Tax and Penalties have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.



The next data item to be entered into Section 5, if applicable, is the TIF Non Business PTRC Amounts. Select the Non Business PTRC Amounts button and click the OK button.



TIF Non Business PTRC amounts are entered in Columns 7 and 9 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Non Business amounts.

The screenshot shows the 'ABSTRACT 2007 MANUAL' spreadsheet. The 'TAXING DISTRICTS' section is visible, with columns for 'CURRENT PROPERTY TAXES CHARGED' (Column 6), 'LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT' (Column 7), and 'LESS BUSINESS TAX REPLACEMENT CREDIT' (Column 9). The 'SUBTOTAL' row shows a total of \$124,312,437.20 for Column 6 and \$30,623,914.66 for Column 7. The 'TIF DISTRICTS' section follows, with rows for 'BLOOMINGTON TOWNSHIP', 'RICHLAND CITY', 'PERRY CITY', 'RICHLAND TOWNSHIP', and 'BLOOMINGTON CITY'. The 'SUBTOTAL' row for TIF districts shows a total of \$3,661.07 for Column 7 and \$0.00 for Column 9.

	GP	GP	GP
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100			

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the TIR PTRC amount in Column 7 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 9 of the TIF District(s) line. Detailed information on the calculation of TIF TIR PTRC amounts can be found in PART V of this manual.

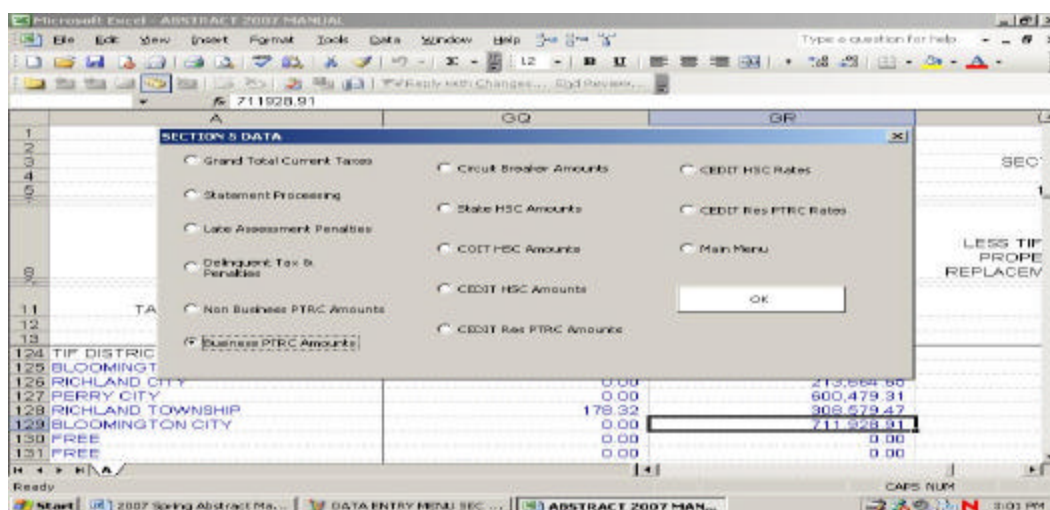
After the TIF Non Business PTRC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

The screenshot shows the 'ABSTRACT 2007 MANUAL' spreadsheet with the 'DATA ENTRY MENU' dialog box open. The dialog box contains the following text: 'TO CONTINUE YOU MUST SELECT ONE OF THE FOLLOWING OPTIONS AND THEN CLICK OK:'. Below this text are three radio buttons: 'SECTION 1', 'SECTION 5', and 'TIF DATA'. The 'SECTION 5' radio button is selected. Below the radio buttons are two buttons: 'OK' and 'MAIN MENU'. The 'OK' button is highlighted. The background spreadsheet shows the 'TAXING DISTRICTS' section with columns for 'CURRENT PROPERTY TAXES CHARGED' (Column 6), 'LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT' (Column 7), and 'LESS BUSINESS TAX REPLACEMENT CREDIT' (Column 9). The 'SUBTOTAL' row shows a total of \$124,312,437.20 for Column 6 and \$30,623,914.66 for Column 7. The 'TIF DISTRICTS' section follows, with rows for 'BLOOMINGTON TOWNSHIP', 'RICHLAND CITY', 'PERRY CITY', 'RICHLAND TOWNSHIP', and 'BLOOMINGTON CITY'. The 'SUBTOTAL' row for TIF districts shows a total of \$3,661.07 for Column 7 and \$0.00 for Column 9.

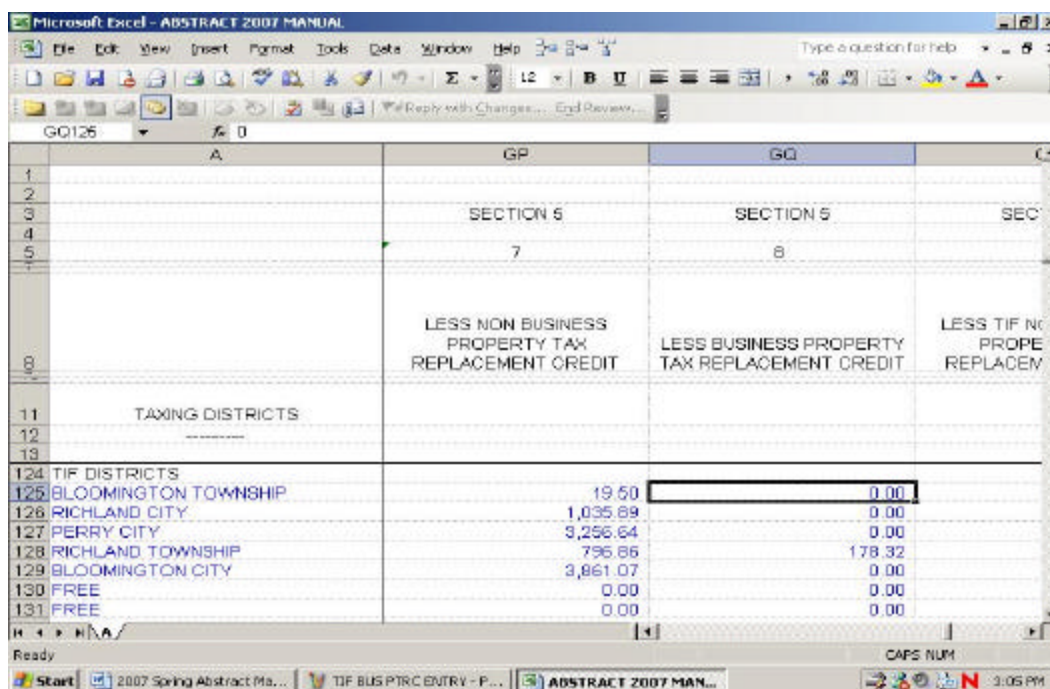
	GP	GP	GP
1			
2			
3			
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14			
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The next data item to be entered into Section 5 if applicable is the TIF Business PTRC Amounts. Select the Business PTRC Amounts button and click the OK button.



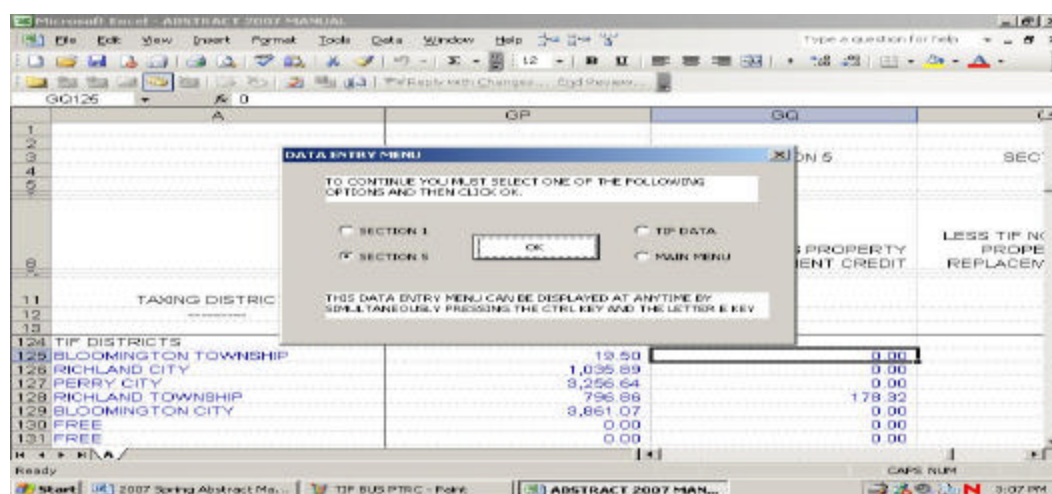
TIF Business PTRC amounts are entered in Columns 8 and 10 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Business amounts.



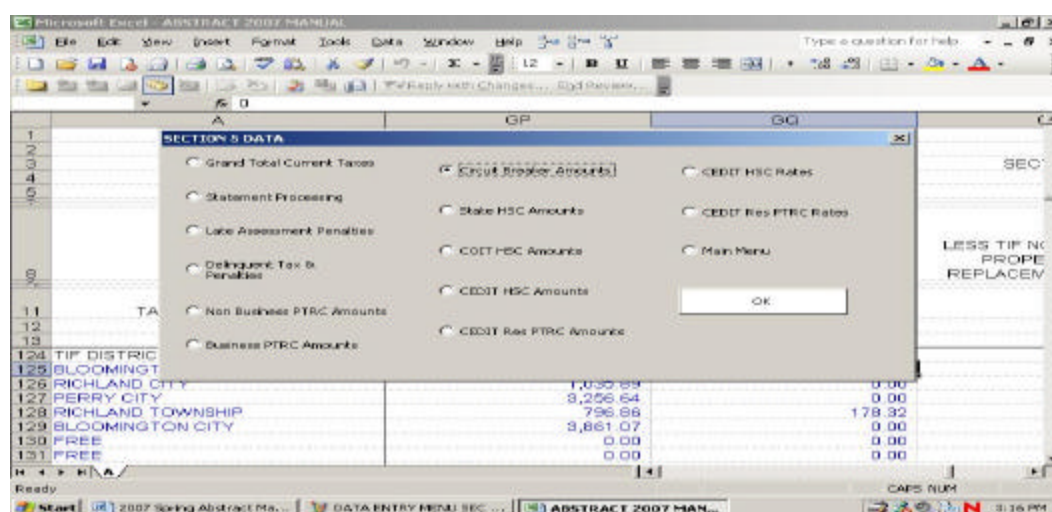


If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the TIR PTRC amount in Column 8 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 10 of the TIF District(s) line. Detailed information on the calculation of TIF TIR PTRC amounts can be found in PART V of this manual.

After the TIF Business PTRC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.



The next data item to be entered into Section 5 if applicable is the TIF Circuit Breaker Amounts. Select the Circuit Breaker Amounts button and click the OK button.



TIF Circuit Breaker amounts are entered in Column 2 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Circuit Breaker amounts.

The screenshot shows the 'ABSTRACT 2007 MANUAL' spreadsheet. The 'TAXING DISTRICTS' section is visible, with columns for 'SECTION 5', 'SECTION 5', and 'GRAND TOTAL'. The 'TIF DISTRICTS' section is also visible, with columns for 'SECTION 5', 'PLUS EXCESSIVE RESIDENTIAL PROPERTY TAX CREDIT (CIRCUIT BREAKER)', and 'GRAND TOTAL'. The data is as follows:

TAXING DISTRICTS	SECTION 5	SECTION 5	GRAND TOTAL
124 TIF DISTRICTS			
125 BLOOMINGTON TOWNSHIP	24,982.62	0.00	
126 RICHLAND CITY	839,676.43	0.00	
127 PERRY CITY	2,283,611.55	0.00	
128 RICHLAND TOWNSHIP	1,475,173.77	0.00	
129 BLOOMINGTON CITY	2,690,575.25	0.00	
130 FREE	0.00	0.00	
131 FREE	0.00	0.00	

After the TIF Circuit Breaker Amounts have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data select the Section 5 button and click the OK button.

The screenshot shows the 'ABSTRACT 2007 MANUAL' spreadsheet with the 'DATA ENTRY MENU' dialog box open. The dialog box contains the following text:

TO CONTINUE YOU MUST SELECT ONE OF THE FOLLOWING OPTIONS AND THEN CLICK OK:

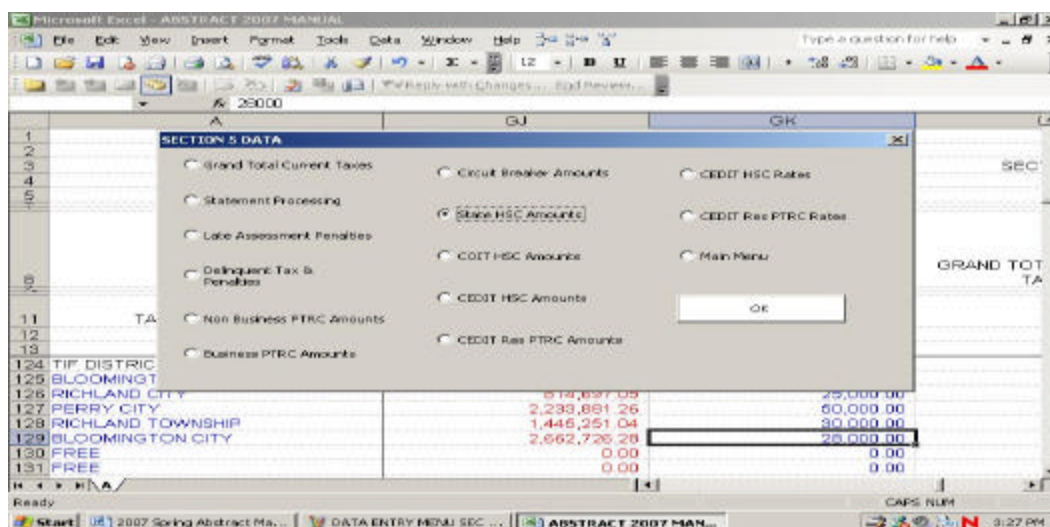
☐ SECTION 1 ☒ SECTION 5 ☐ TIF DATA ☐ MAIN MENU

THIS DATA ENTRY MENU CAN BE DISPLAYED AT ANYTIME BY SIMULTANEOUSLY PRESSING THE CTRL KEY AND THE LETTER E KEY

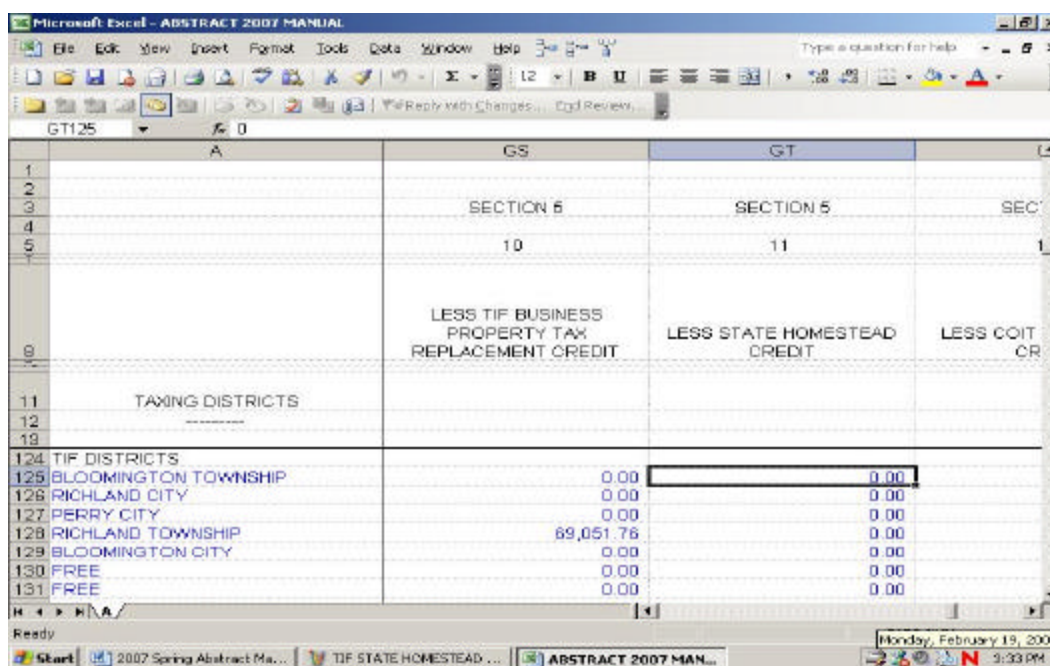
The background spreadsheet shows the 'TAXING DISTRICTS' section with the following data:

TAXING DISTRICTS	SECTION 5	PLUS EXCESSIVE RESIDENTIAL PROPERTY TAX CREDIT (CIRCUIT BREAKER)	GRAND TOTAL
124 TIF DISTRICTS			
125 BLOOMINGTON TOWNSHIP	22,988.11	2,000.00	
126 RICHLAND CITY	814,697.05	25,000.00	
127 PERRY CITY	2,233,881.26	60,000.00	
128 RICHLAND TOWNSHIP	1,445,251.04	30,000.00	
129 BLOOMINGTON CITY	2,662,726.28	25,000.00	
130 FREE	0.00	0.00	
131 FREE	0.00	0.00	

The next data item to be entered into Section 5 if applicable is the TIF State HSC Amounts. Select the State HSC Amounts button and click the OK button.



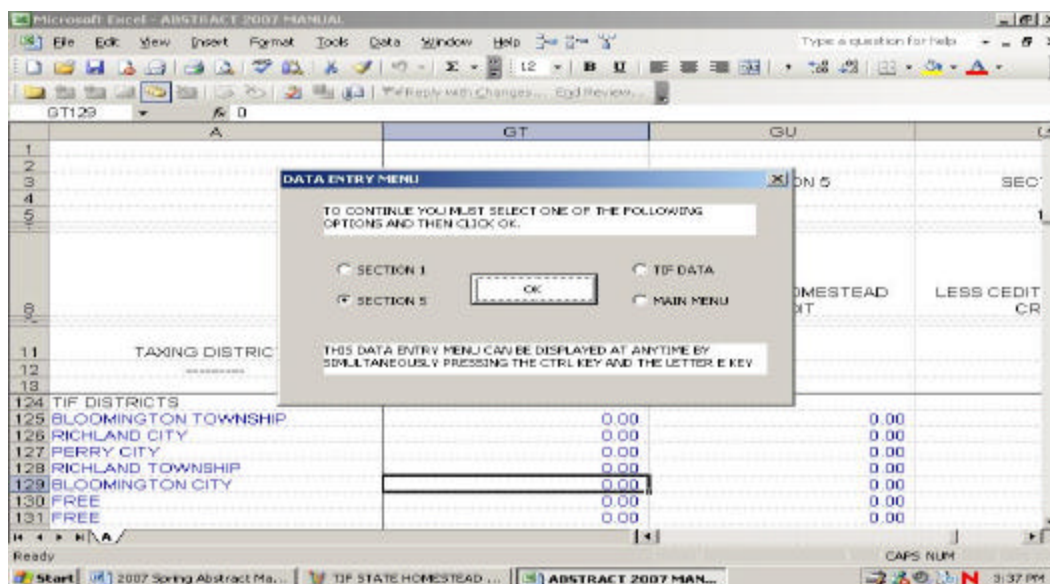
TIF State HSC amounts are entered in Column 11 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF State HSC amounts.



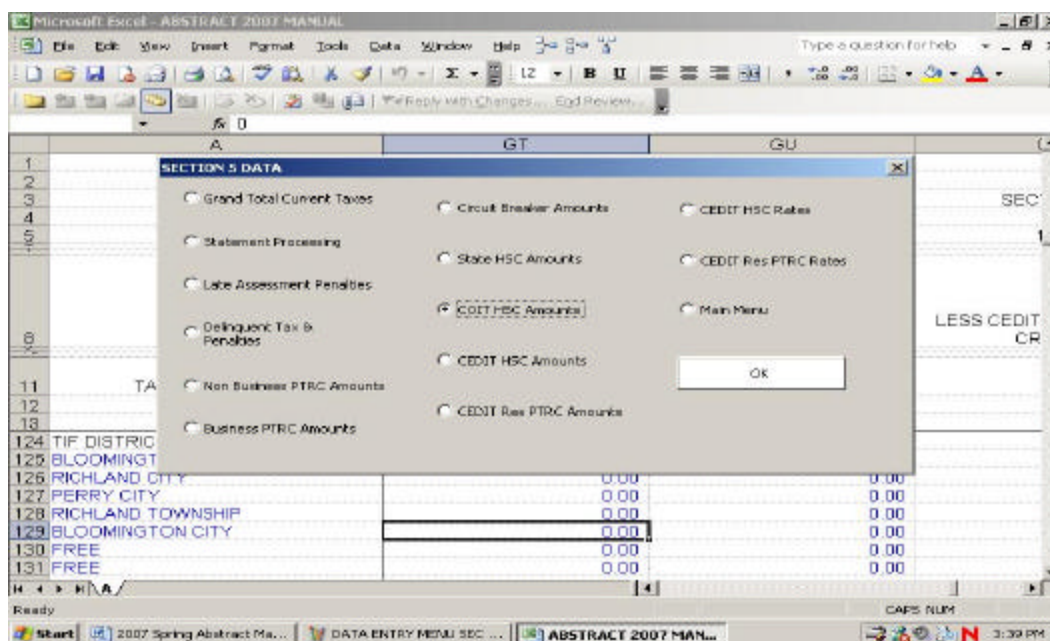
If a TIF District(s) has State HSC amounts, then you will need to subtract the TIF State HSC amount from column 11 in the regular taxing district.



After the TIF State HSC Amounts have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

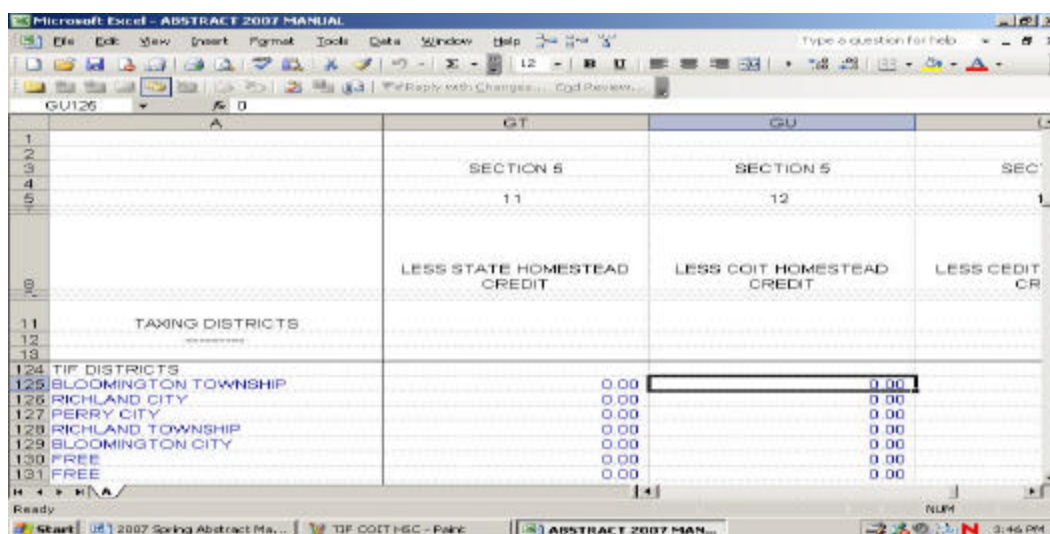


The next data item to be entered into Section 5 if applicable is the TIF COIT HSC Amounts. Select the COIT HSC Amounts button and click the OK button.



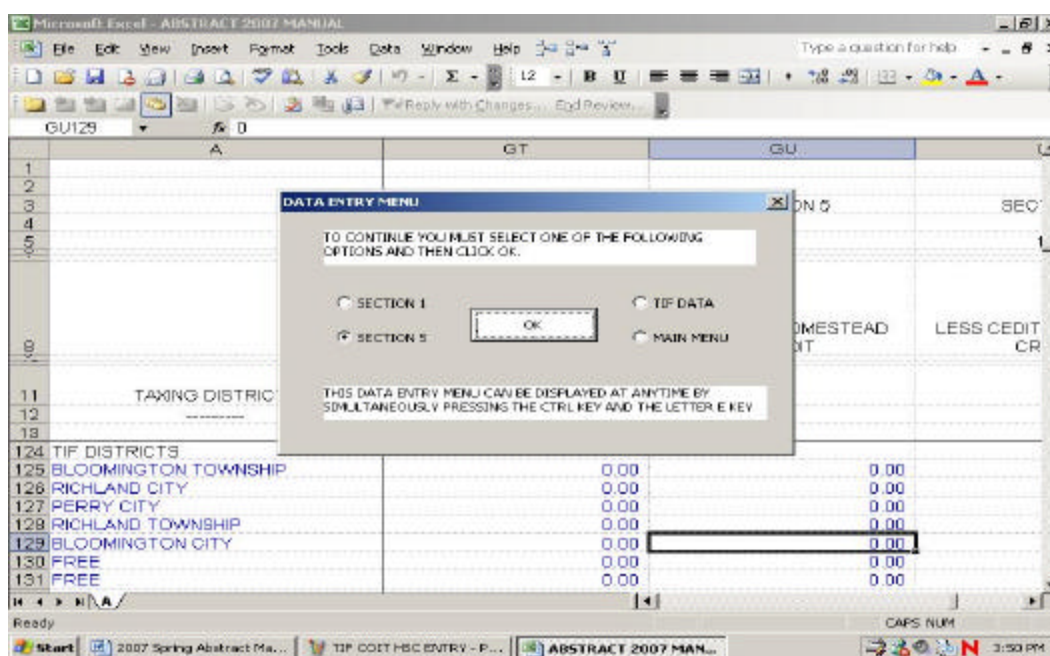


TIF COIT HSC amounts, if applicable, are entered in Column 12 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF COIT HSC amounts.

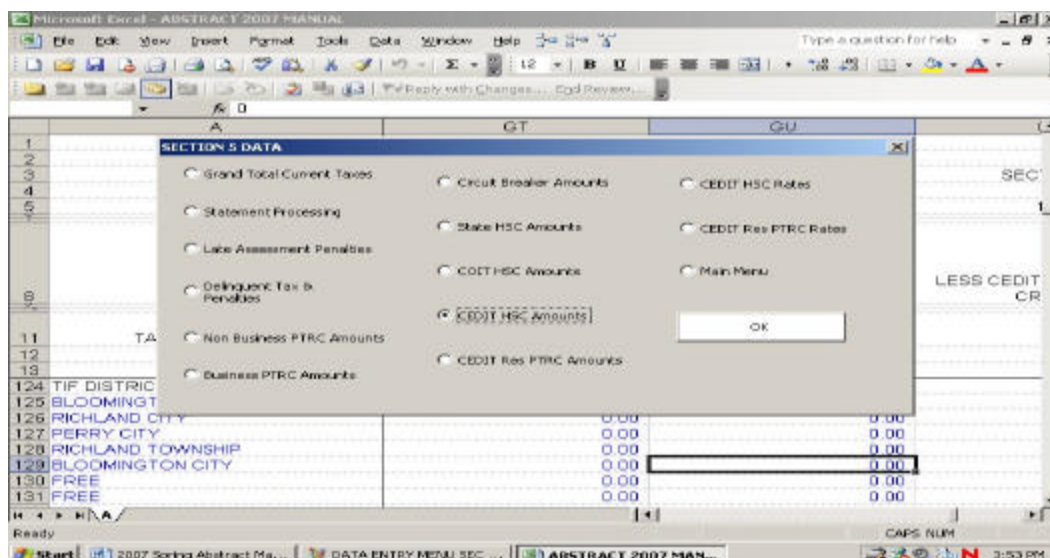


If a TIF District(s) has COIT HSC amounts, then you will need to subtract the TIF COIT HSC amount from Column 12 in the regular taxing district.

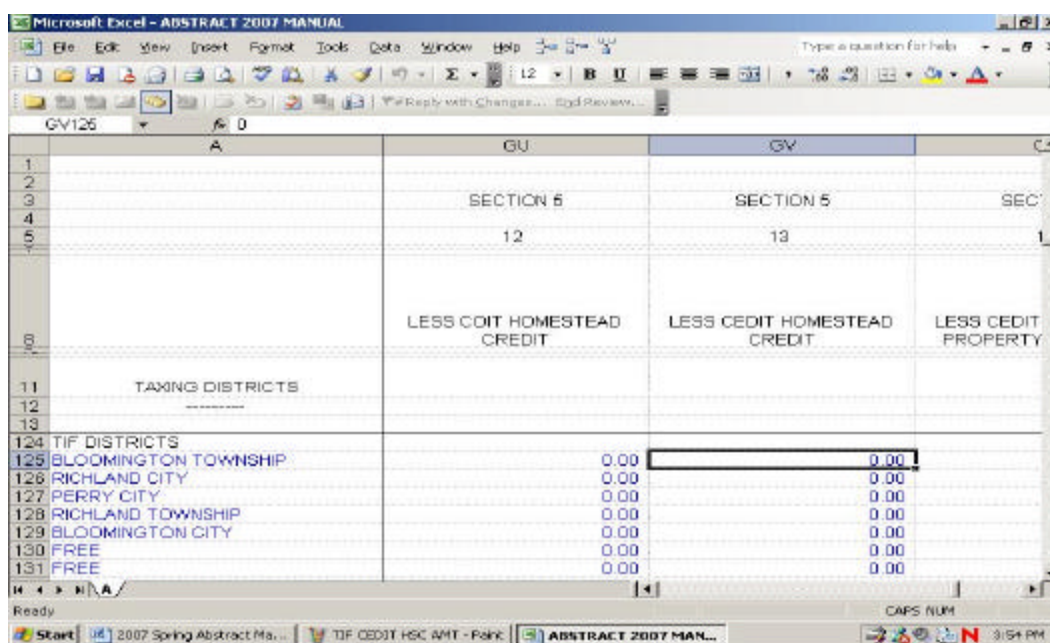
After the TIF COIT HSC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.



The next data item to be entered into Section 5 if applicable is the TIF CREDIT HSC Amounts. Select the CREDIT HSC Amounts button and click the OK button.

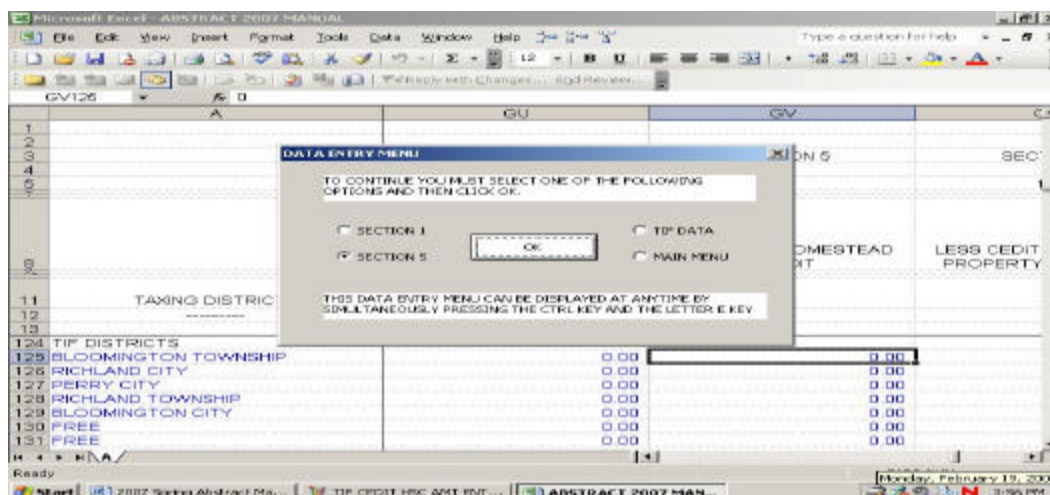


TIF CREDIT HSC amounts, if applicable, are entered in Column 13 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF CREDIT HSC amounts.

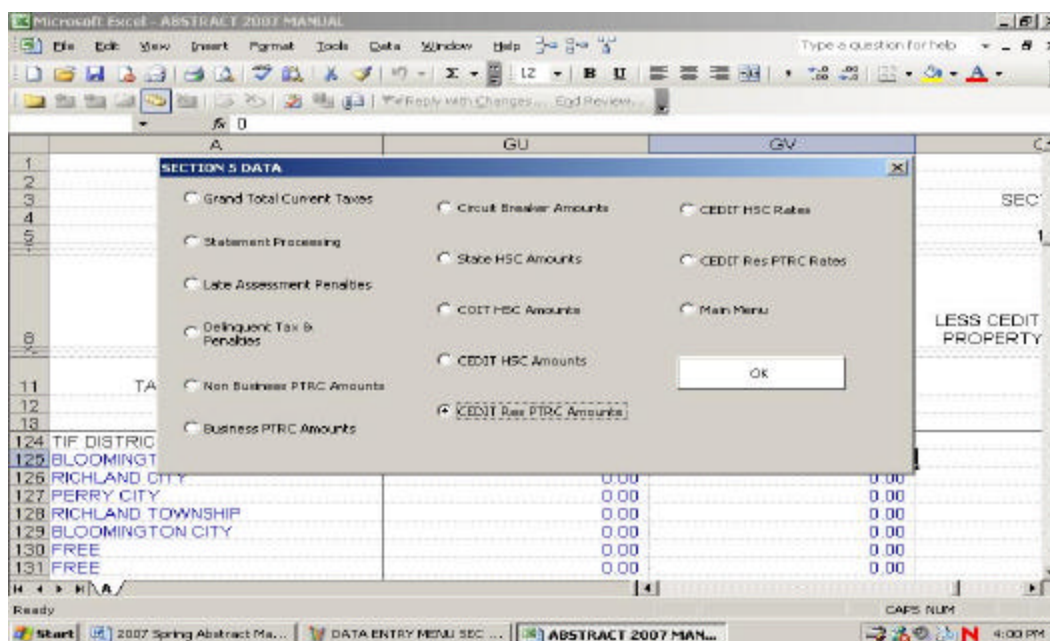


If a TIF District(s) has CEDIT HSC amounts, then you will need to subtract the TIF CEDIT HSC amount from Column 13 in the regular taxing district.

After the TIF CEDIT HSC Amounts have been entered, simultaneously press the CTRL “E” keys to return to the “DATA ENTRY MENU”.

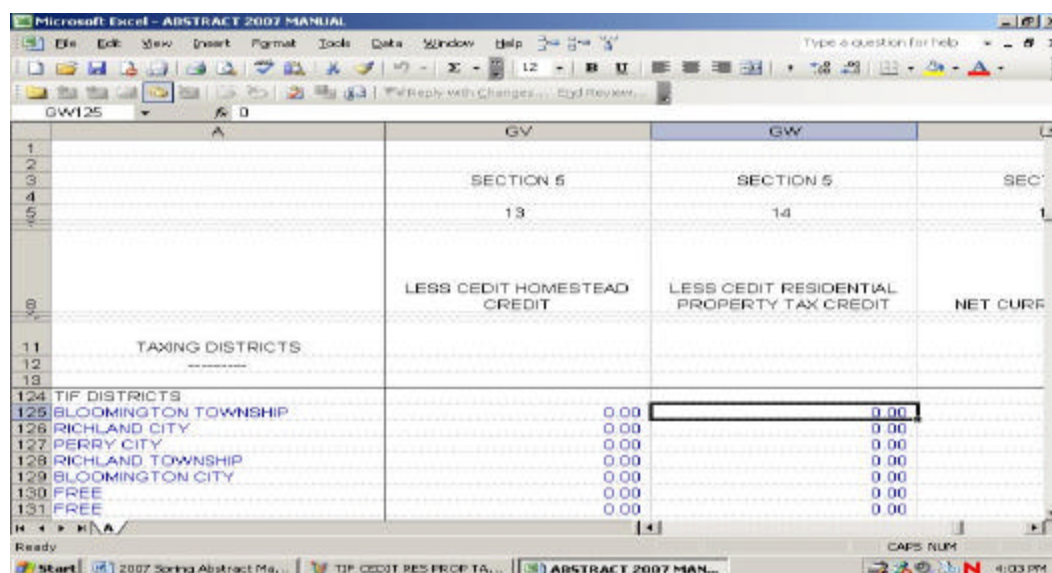


The next data item to be entered into Section 5, if applicable, is the TIF CREDIT RESIDENTIAL PROPERTY TAX CREDIT Amounts. Note: these are **not** the same as the CREDIT HSC amounts. Select the CREDIT Residential Property Tax button and click the OK button.



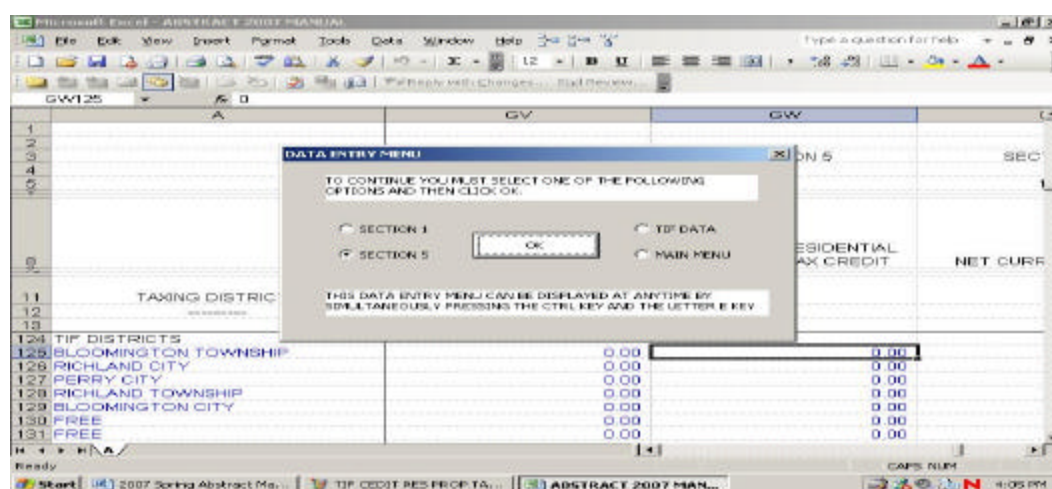


TIF CREDIT Residential Property Tax Credit amounts, if applicable, are entered in Column 14 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF CREDIT Residential Property Tax Credit amounts.



If a TIF District(s) has CREDIT Residential Property Tax Credit amounts, then you will need to subtract the CREDIT Residential Property Tax Credit amount from Column 14 in the regular taxing district.

After the TIF CREDIT Residential Property Tax Credit amounts have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY MENU".



This concludes the TIF Data Entry.



## NOTES

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# PART III

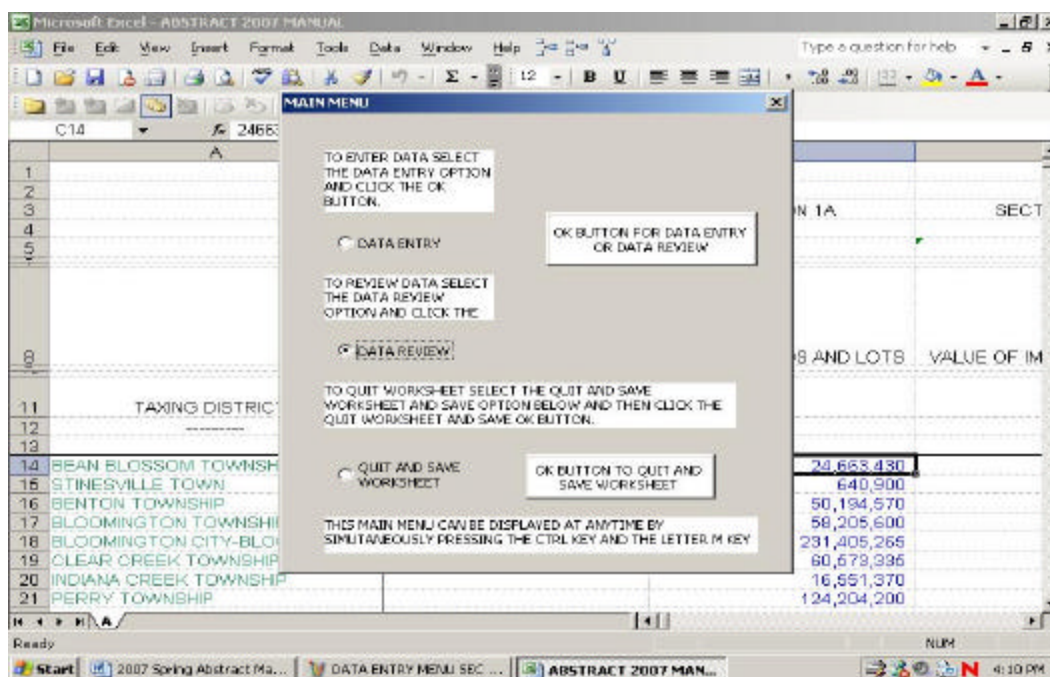
## REVIEWING ABSTRACT

## REVIEWING WORKSHEET

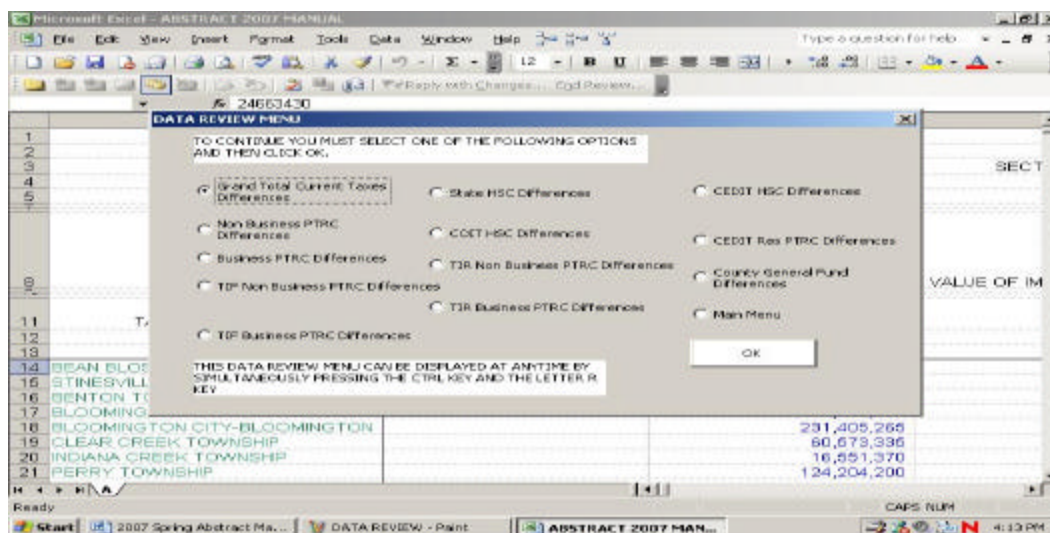
In the worksheet after Section 5 there are columns that calculate the Grand Total Current Taxes, the Property Tax Replacement Credit, the Homestead Credit and the CREDIT Residential Property Tax Credit. These calculations are based on the tax rates DLGF has entered to the worksheet and the assessed values and tax amounts you have entered to the worksheet. We refer to these calculation columns as “Review Area” and “Difference” columns. They help us and you to validate the data you have entered to the worksheet.

There will be differences in the “Difference” columns, because there will be differences associated with rounding. Small rounding differences are ok and the abstract data that has been entered to the worksheet is most likely ok. Rounding differences will vary with the assessed value and tax amount. The larger the assessed value or tax amount is the larger the rounding difference is. Generally rounding differences are less the \$50.00, but if the assessed value and/or tax amount is hundreds of millions, then the rounding difference can be a few hundred dollars.

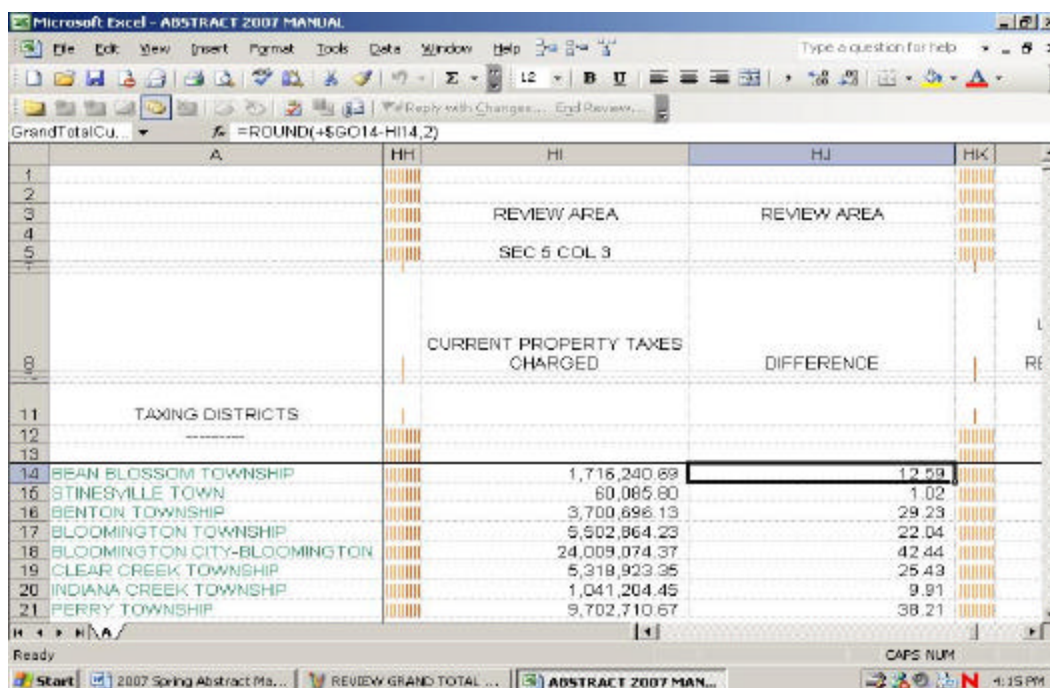
To begin the DATA REVIEW, then from the “MAIN MENU” select the DATA REVIEW button and click the “OK BUTTON FOR DATA ENTRY OR DATA REVIEW”.



To review the Grand Total Current Taxes Differences, then at the “DATA REVIEW MENU” select Grand Total Current Taxes Differences and click the OK button.



After clicking the OK button you will be taken to the Current Property Taxes Charged Difference Column.





The current property taxes charged review area column is the calculation of taxes that is from taking the Total Net Value of Taxables from Column 33, Section 1B times the Approved Tax Rate from Column 34, Section 1B divided by 100.

**Total Net Value of Taxables (Column 33, Section 1B) X Approved Tax Rate  
(Column 34, Section 1B) ÷ 100 = Current Property Taxes Charged Review  
Area**

The amount in the Difference Column of the Current Property Taxes Charged Review Area is the difference between the calculated tax amount and the amount in Section 5 Column 6. This difference is a rounding difference.

The rounding difference should be a nominal amount, normally less than \$50.00 but can be more if the total taxes amount is several millions and should vary in proportion to the size of the taxing district. The larger the amount of taxes, the greater the rounding difference will be.

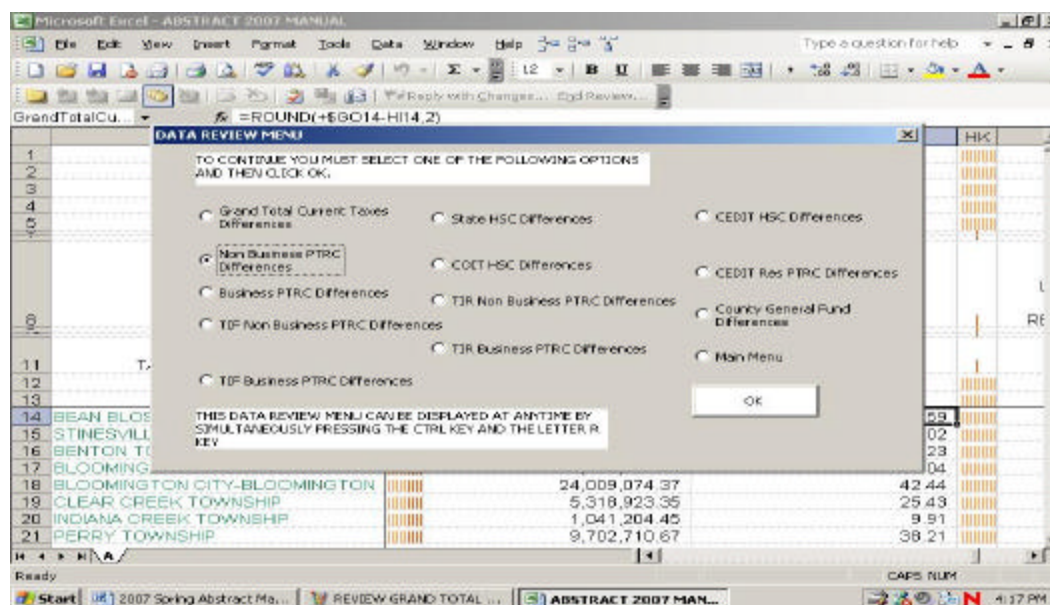
The Difference Column is seldom zero. There is almost always a rounding difference. A difference of zero normally only happens in a small taxing district with few parcels. Differences that are considered greater than normal rounding errors **must be resolved** prior to submitting the abstract.

**Common reasons for differences greater than rounding:**

1. Valuations reported in Section 1 **DO NOT** agree with tax duplicate valuations.
2. TIF increment value not entered correctly in Section 1.
3. Total current taxes reported in Section 5 **DO NOT** agree with tax duplicate.
4. TIF increment taxes not entered correctly in Section 5.
5. Statement processing charges and late assessment penalties reported in Section 5 **DO NOT** agree with tax duplicate.
6. The worksheet tax rate does not agree with the tax rate used to calculate tax statements. (**Note: all tax rates used to calculate tax statements MUST AGREE with the tax rate certified by the Department of Local Government Finance. If they do not, then you will be required to recalculate tax statements.**)
7. The tax rates certified by the Department of Local Government Finance should be the same rate that has been entered to the worksheet by the Department of Local Government Finance. **If they are not, then contact the State Auditor's Office immediately.**

After the Grand Total Current Taxes Differences have been reviewed, then simultaneously press the CTRL “R” keys to return to the “DATA REVIEW MENU”.

The next data to be reviewed is the Non Business PTRC Differences. To review the PTRC Differences, select the Non Business PTRC Differences button and click the OK button.



The calculation of the Less Non Business PTRC review area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 21) times the Approved Tax Rate (Section 1B, Column 34) divided by 100 times the Non-Business PTRC rate divided by 100.

**Net Real Estate and Non Business Personal Property (Section 1A, Column 21) X Approved Tax Rate (Section 1B, Column 34) ÷ 100 X Non Business PTRC Rate ÷ 100 = Review Area Less Non Business Property Tax Replacement Credit.**

The amounts in the Difference Column of the Less Non Business Property Tax Replacement Credit review area equals the difference between the calculated PTRC amount and the PTRC amount entered in Section 5, Column 7. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

There is almost always a rounding difference. Differences that are greater than rounding **must be resolved** prior to submitting the abstract.

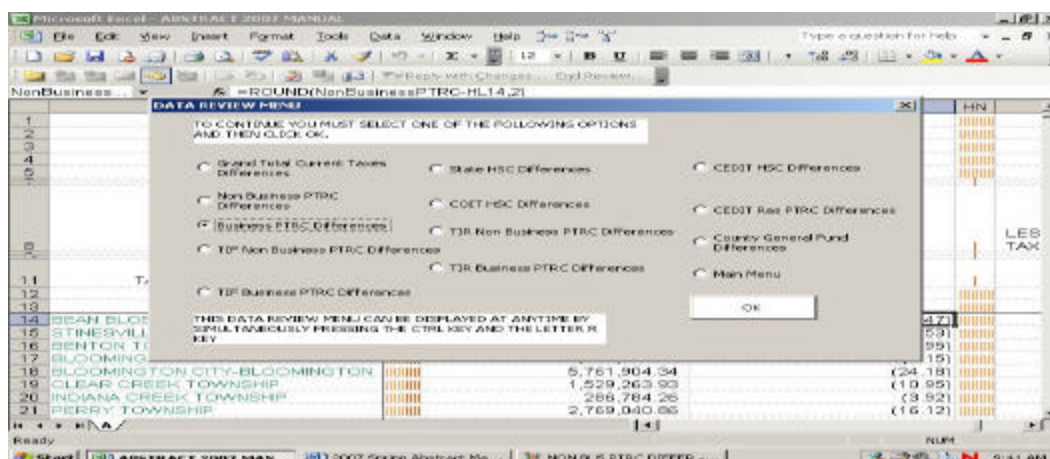
	HK	HL	HM	HN
1				
2				
3				
4		REVIEW AREA	REVIEW AREA	
5		SEC 6 COL 7		
6				
7		LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT	DIFFERENCE	LES TAX
8				
9				
10				
11				
12				
13				
14		449,237.09	(76.47)	
15		14,435.75	(0.53)	
16		957,525.53	(4.95)	
17		1,346,427.41	(9.15)	
18		5,761,904.34	(24.18)	
19		1,529,263.93	(10.95)	
20		286,784.26	(3.92)	
21		2,769,040.85	(16.12)	

**Some common reasons for differences greater than rounding are:**

1. The Non Business PTRC amount reported in Section 5, Column 7 does not agree with the tax duplicate.
2. The worksheet Non Business PTRC rate does not agree with the Non Business PTRC rate used to calculate tax statements.
3. The Non Business PTRC rate entered by the Department of Local Government Finance in the tax rate area of the worksheet is not the same as the Non Business PTRC rate certified by the Department of Local Government Finance. **If they are not the same, then contact the State Auditor's Office immediately.**
4. The TIF Non Business PTRC amount was not entered in Section 5 correctly or the TIF Non Business PTRC rate was not entered in the tax rate area of the worksheet.

After the Non Business PTRC Differences have been reviewed, then simultaneously press the CTRL "R" keys to return to the "DATA REVIEW MENU".

The next data to be reviewed is the Business PTRC Differences. To review the Business PTRC Differences, select the Business PTRC Differences button and click the OK button.



The calculation of the Less Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 32) times the Approved Tax Rate (Section 1B, Column 34) divided by 100 times Business PTRC rate in divided by 100.

**Net Value of Railroads, Utilities and Business Personal Property  
(Section 1B, Column 32) X Approved Tax Rate (Section 1B, Column  
34) ÷ 100 X Business PTRC Rate ÷ 100 = Review Area "Less Business  
Property Tax Replacement Credit.**

The amounts in the Difference Column of the Less Business Property Tax Replacement Credit review area equals the difference between the calculated Business PTRC amount and the Business PTRC amount entered in Section 5, Column 8. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero. There is almost always a rounding difference. Differences that are greater than rounding must be resolved prior to submitting the abstract.

Township	HSC	PTRC	Difference
BEAN BLOSSOM TOWNSHIP	24,515.59	(0.52)	
STINESVILLE TOWN	1,215.59	(0.53)	
BENTON TOWNSHIP	121,715.50	(0.52)	
BLOOMINGTON TOWNSHIP	145,315.54	(1.08)	
BLOOMINGTON CITY-BLOOMINGTON	325,371.43	(6.59)	
CLEAR CREEK TOWNSHIP	49,945.41	(0.59)	
INDIANA CREEK TOWNSHIP	20,211.05	(0.43)	
PERRY TOWNSHIP	102,454.50	(1.52)	



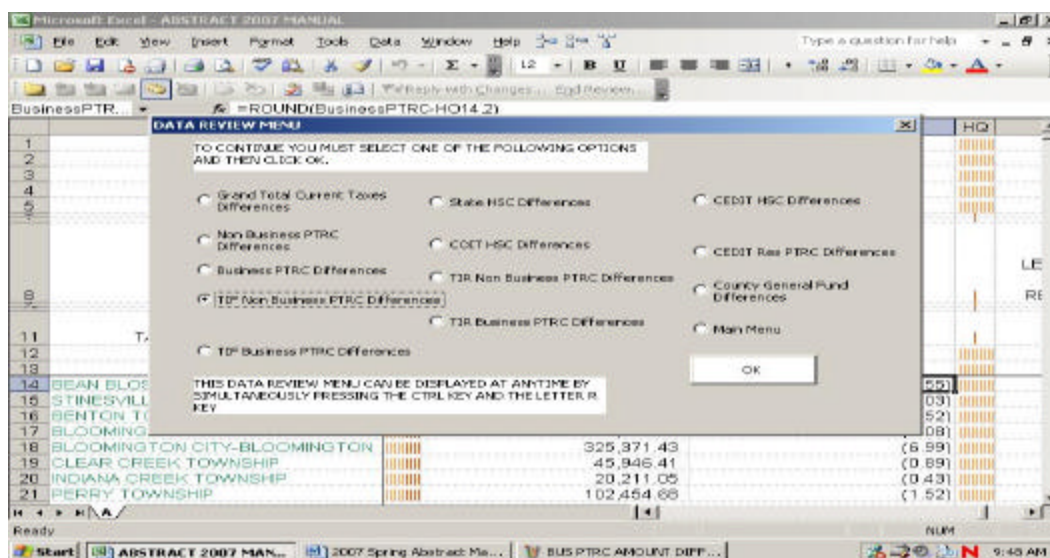
### Some common reasons for differences greater than rounding are:

1. The Business PTRC amount reported in Section 5, Column 8 does not agree with the tax duplicate.
2. The worksheet Business PTRC rate does not agree with the Business PTRC rate used to calculate tax statements.
3. The Business PTRC rate entered by the Department of Local Government Finance in the tax rate area of the worksheet is not the same as the Business PTRC rate certified by the Department of Local Government Finance. **If they are not the same, then contact the State Auditor's Office immediately.**
4. The TIF Business PTRC amount was not entered in Section 5 correctly or the TIF Business PTRC rate was not entered in the tax rate area of the worksheet

After the Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the "DATA REVIEW MENU".

The next data to be reviewed is the TIF Non Business PTRC Differences. If your county does NOT have TIF, then you may continue checking the differences by selecting the State HSC Differences button.

To review the TIF Non Business PTRC Differences, select the TIF Non Business PTRC Differences button and click the OK button.



The calculation of the Less TIF Non Business PTRC Differences Review Area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 21 TIF District) divided by 100 times the Approved Tax Rate (Section 1B, Column 34) times the Non-Business PTRC rate in divided by 100.

**Net Real Estate and Non Business Personal Property TIF District (Section 1A, Column 21) ÷ 100 X Approved Tax Rate (Section 1B, Column 34) X Non Business PTRC Rate ÷ 100 = Review Area “Less TIF Non Business Property Tax Replacement Credit.”**

The amounts in the Difference Column of the Less TIF Non Business Property Tax Replacement Credit review area equals the difference between the calculated TIF Non Business PTRC amount and the TIF Non Business PTRC amount entered in Section 5, Column 9. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district.

	A	HQ	HR	HS	HT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11	TAXING DISTRICTS				
12					
13					
121	FREE		0.00	0.00	
122	FREE		0.00	0.00	
123	SUBTOTAL		\$0.00	\$0.00	
124	TIF DISTRICTS				
125	BLOOMINGTON TOWNSHIP		7,068.46	0.00	
126	RICHLAND CITY		213,664.65	0.00	
127	PERRY CITY		600,479.31	0.00	
128	RICHLAND TOWNSHIP		308,579.47	0.00	

The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

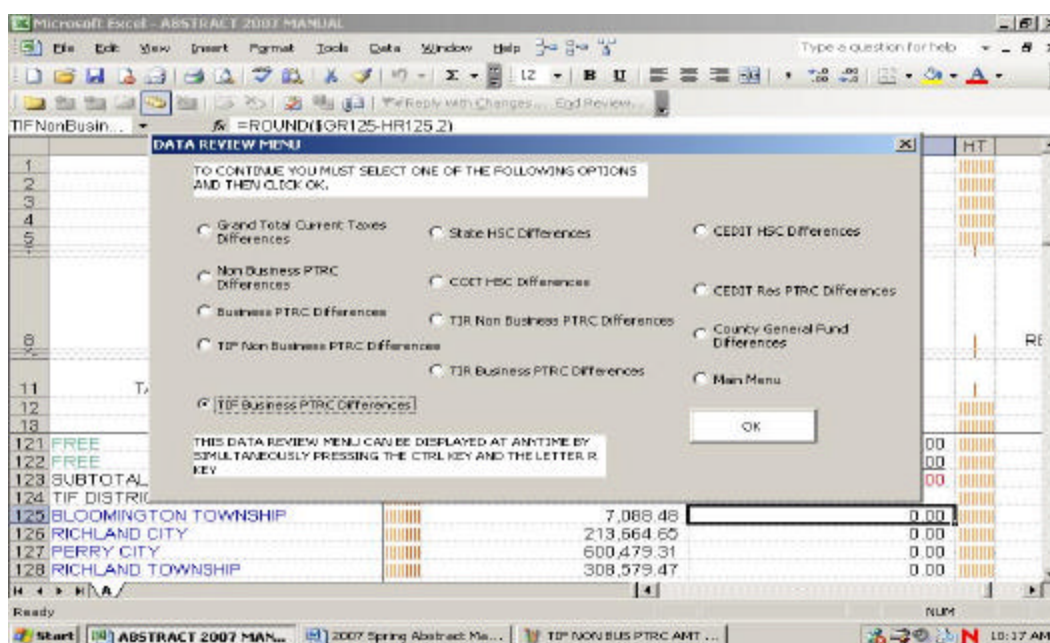
There is almost always a rounding difference. Differences that are greater than rounding **must be resolved** prior to submitting the abstract.

**Some common reasons for differences greater than rounding are:**

1. The TIF Non Business PTRC amount reported in Section 5, Column 9 does not agree with the tax duplicate.
2. The worksheet TIF Non Business PTRC rate does not agree with the TIF Non Business PTRC rate used to calculate tax statements.
3. The Non Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Non Business PTRC rate certified by the Department of Local Government Finance.
4. The TIF Non Business PTRC amount was not entered in Section 5 correctly or the TIF Non Business PTRC rate was not entered in the tax rate area of the worksheet
5. The TIR Non Business PTRC amount was not subtracted from Section 5, column 9.

After the TIF Non Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the "DATA REVIEW MENU".

The next data to be reviewed is the TIF Business PTRC Differences. To review the TIF Business PTRC Differences, select the TIF Business PTRC Differences button and click the OK button.



The calculation of the Less TIF Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 32 TIF District) divided by 100 times the Approved Tax Rate (Section 1B, Column 34) times Business PTRC rate divided by 100.

**Net Value of Railroads, Utilities and Business Personal Property  
(Section 1B, Column 32) ÷ 100 X Approved Tax Rate (Section 1B,  
Column 34) X Business PTRC Rate ÷ 100 = Review Area “Less TIF  
Business Property Tax Replacement Credit.**

The amounts in the Difference Column of the Less TIF Business Property Tax Replacement Credit review area equals the difference between the calculated TIF Business PTRC amount and the TIF Business PTRC amount entered in Section 5, Column 10. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

There is almost always a rounding difference. Differences that are greater than rounding **must be resolved** prior to submitting the abstract.

	A	HT	HU	HV	HW
1					
2					
3			REVIEW AREA	REVIEW AREA	
4					
5			SEC 5 COL 10		
6					
7			LESS TIF BUSINESS PROPERTY TAX REPLACEMENT CREDIT	DIFFERENCE	LESS
8					
11	TAXING DISTRICTS				
12					
13					
123	SUBTOTAL		\$0.00	\$0.00	
124	TIF DISTRICTS				
125	BLOOMINGTON TOWNSHIP		0.00	0.00	
126	RICHLAND CITY		0.00	0.00	
127	PERRY CITY		0.00	0.00	
128	RICHLAND TOWNSHIP		69,051.77	(0.01)	
129	BLOOMINGTON CITY		0.00	0.00	
130	FREE		0.00	0.00	

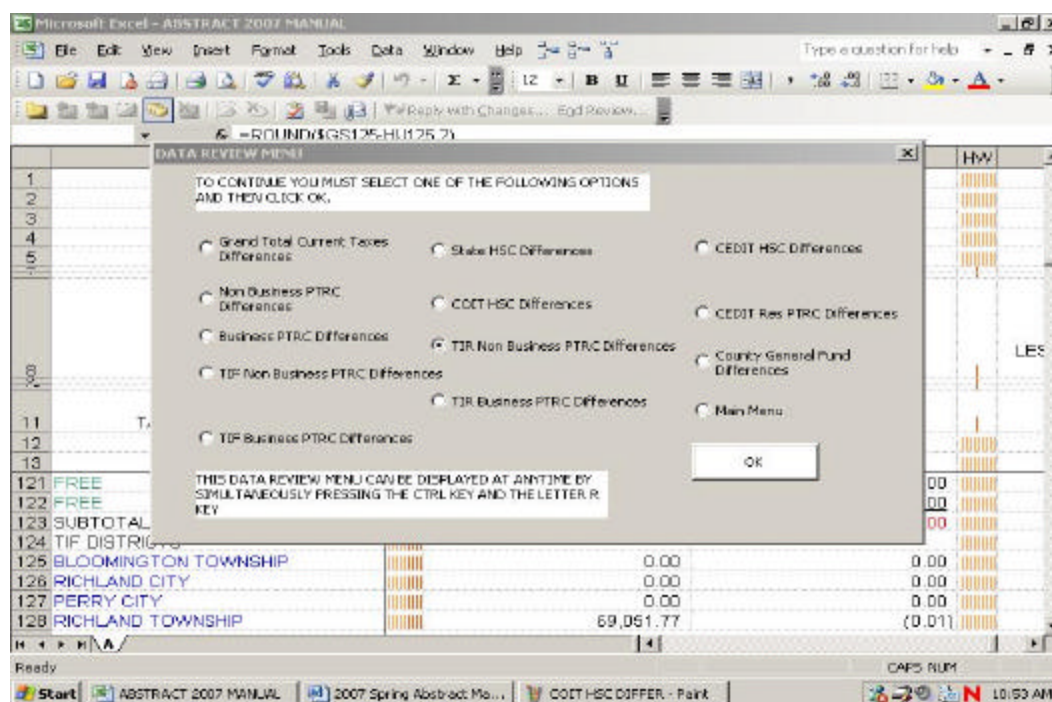


**Some common reasons for differences greater than rounding are:**

1. The Business PTRC amount reported in Section 5, Column 10 does not agree with the tax duplicate.
2. The worksheet Business PTRC rate does not agree with the Business PTRC rate used to calculate tax statements.
3. The Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Business PTRC rate certified by the Department of Local Government Finance.
4. The TIF Business PTRC amount was not entered in Section 5 correctly or the TIF Business PTRC rate was not entered in the tax rate area of the worksheet.
5. The TIR Business PTRC amount was not subtracted from Section 5, Column 10.

After the TIF Business PTRC Differences have been reviewed, simultaneously, press the CTRL “R” keys to return to the “DATA REVIEW MENU”.

The next data to be reviewed is the TIR Non Business PTRC Differences. To review the TIR Non Business PTRC Differences, select the TIR Non Business PTRC Differences button and click the OK button.



The calculation of the TIR Non Business PTRC Differences Review Area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 21 TIF District) divided by 100 times the Approved TIR Tax Rate times the Non-Business PTRC rate divided by 100.

**Net Real Estate and Non Business Personal Property TIF District  
(Section 1A, Column 21) ÷ 100 X Approved TIR Tax Rate X  
Non Business PTRC Rate ÷ 100 = Review Area "Less TIF Non  
Business Property Tax Replacement Credit.**

The amounts in the Difference Column of the Less Non Business Property Tax Replacement Credit review on the TIF district line equals the difference between the calculated TIR Non Business PTRC amount and the TIR Non Business PTRC amount entered in Section 5, Column 7. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district.

Microsoft Excel - ABSTRACT 2007 MANUAL

File Edit View Insert Format Tools Data Window Help Type a question for help

TIRNonBusin... =ROUND(\$G125-HL125,2)

	A	HK	HL	HM	HN
1					
2					
3			REVIEW AREA	REVIEW AREA	
4					
5			SEC 5 COL 7		
6					
7			LESS NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT	DIFFERENCE	LES TAX
11	TAXING DISTRICTS				
12					
13					
121	FREE		0.00	0.00	
122	FREE		0.00	0.00	
123	SUBTOTAL		\$30,624,076.59	(\$161.93)	
124	TIF DISTRICTS				
125	BLOOMINGTON TOWNSHIP		19.50	0.00	
126	RICHLAND CITY		1,035.89	0.00	
127	PERRY CITY		3,256.64	0.00	
128	RICHLAND TOWNSHIP		796.86	0.00	

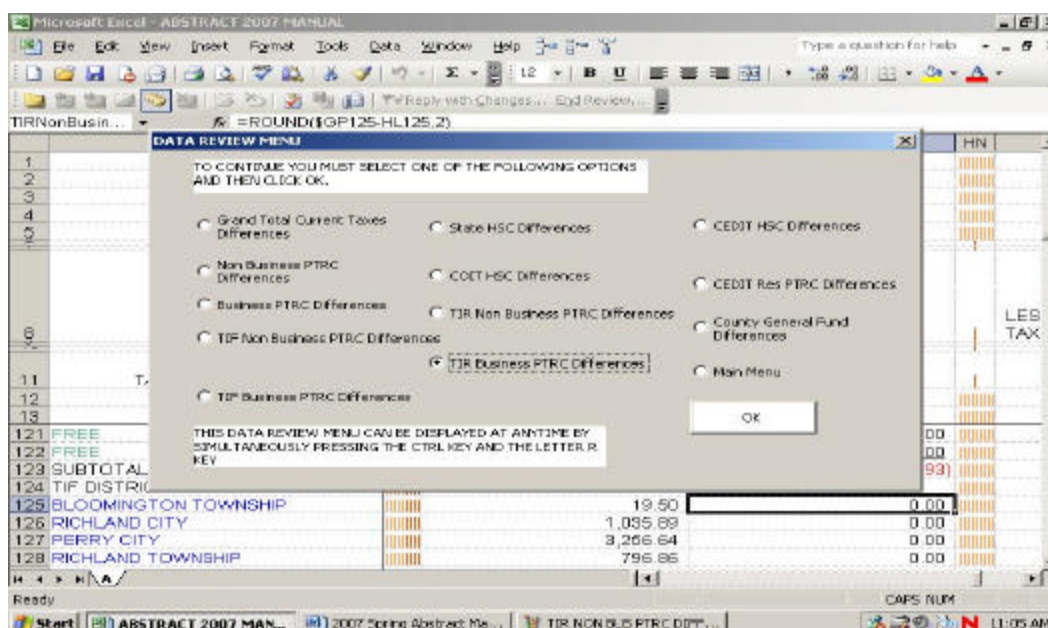
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Start ABSTRACT 2007 MAN... 2007 Spring Abstract Ma... REVIEW TIR NON BUS P... 11:01 AM

**Some common reasons for differences greater than rounding are:**

1. The Non Business TIR PTRC amount reported in Section 5, Column 7 does not agree with the tax duplicate.
2. The worksheet Non Business TIR PTRC rate does not agree with the Non Business TIR PTRC rate used to calculate tax statements.
3. The Non Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Non Business PTRC rate certified by the Department of Local Government Finance.
4. The TIR Non Business PTRC amount was not entered in Section 5 correctly or the Non Business PTRC rate was not entered in the tax rate area of the worksheet.

After the TIR Non Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the "DATA REVIEW MENU".



The calculation of the TIR Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 32 TIF District) divided by 100 times the Approved TIR Tax Rate times Business PTRC rate in divided by 100.

**Net Value of Railroads, Utilities and Business Personal Property  
(Section 1B, Column 32) ÷ 100 X Approved TIR Tax Rate (Section  
1B, Column 34) X Business PTRC Rate ÷ 100 = Review Area "Less TIF  
Business Property Tax Replacement Credit.**

The amounts in the Difference Column of the TIF District Business Property Tax Replacement Credit review area equals the difference between the calculated TIR Business PTRC amount and the TIR Business PTRC amount entered in Section 5, Column 8. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

	HN	HO	HP	HQ
1				
2				
3				
4		REVIEW AREA	REVIEW AREA	
5		SEC 5 COL 8		
6				
7				
8		LESS BUSINESS PROPERTY TAX REPLACEMENT CREDIT	DIFFERENCE	LE
9				RE
10				
11	TAXING DISTRICTS			
12				
13				
121	FREE	0.00	0.00	
122	FREE	0.00	0.00	
123	SUBTOTAL	\$2,134,248.07	(\$25.27)	
124	TIF DISTRICTS			
125	BLOOMINGTON TOWNSHIP	0.00	0.00	
126	RICHLAND CITY	0.00	0.00	
127	PERRY CITY	0.00	0.00	
128	RICHLAND TOWNSHIP	178.32	0.00	

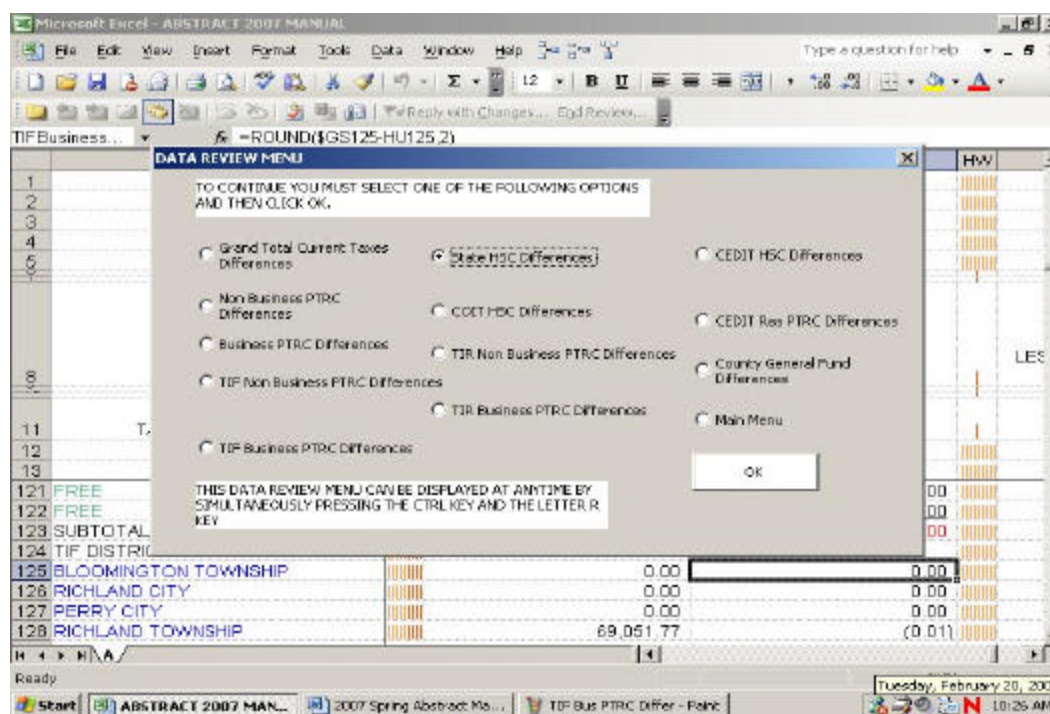
### Some common reasons for differences greater than rounding are:

1. The TIR Business PTRC amount reported in Section 5, Column 8 does not agree with the tax duplicate.
2. The worksheet TIR Business PTRC rate does not agree with the TIR Business PTRC rate used to calculate tax statements.
3. The Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Business PTRC rate certified by the Department of Local Government Finance.
4. The TIF TIR Business PTRC amount was not entered in Section 5 correctly or the TIF TIR Business PTRC rate was not entered in the tax rate area of the worksheet.

After the TIF TIR Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the "DATA REVIEW MENU".



The next data to be reviewed is the State HSC Differences. To review the State HSC Differences, select the State HSC Differences button and click the OK button.



The calculation of the Less State Homestead Credit Review Area column is as follows: Net Residential Taxes times the Approved Tax Rate divided by 100 equals the Gross Residential Taxes. Next, take the Gross Residential Taxes time the Non Business PTRC rate divided by 100 equals the Residential Property Tax Replacement Credit. The Gross Residential Taxes minus the Residential PTRC equals the Net Residential Taxes. The Net Residential Taxes time the State HSC Rate divided by 100 equals the Review Area of State Homestead Credit.

**Net Residential Value (Section 1B, Column 35) X Approved Tax Rate  
(Section 1B, Column 34) ÷ 100= Gross Residential Taxes**

**Gross Residential Taxes X Non Business PTRC Rate ÷ 100 =  
Residential Property Tax Replacement Credit**

**Gross Residential Taxes minus Residential Property  
Tax Replacement Credit = Net Residential Taxes**

**Net Residential Taxes X State HSC Rate ÷ 100 =  
Review Area State Homestead Credit**

The amount in the Difference Column of the State Homestead Credit review area equals the difference between the calculated State HSC amount and the State HSC amount entered in Section 5, Column 11. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The larger the dollar amount of the homestead credit the larger the rounding difference will be. The difference column should rarely equal zero.

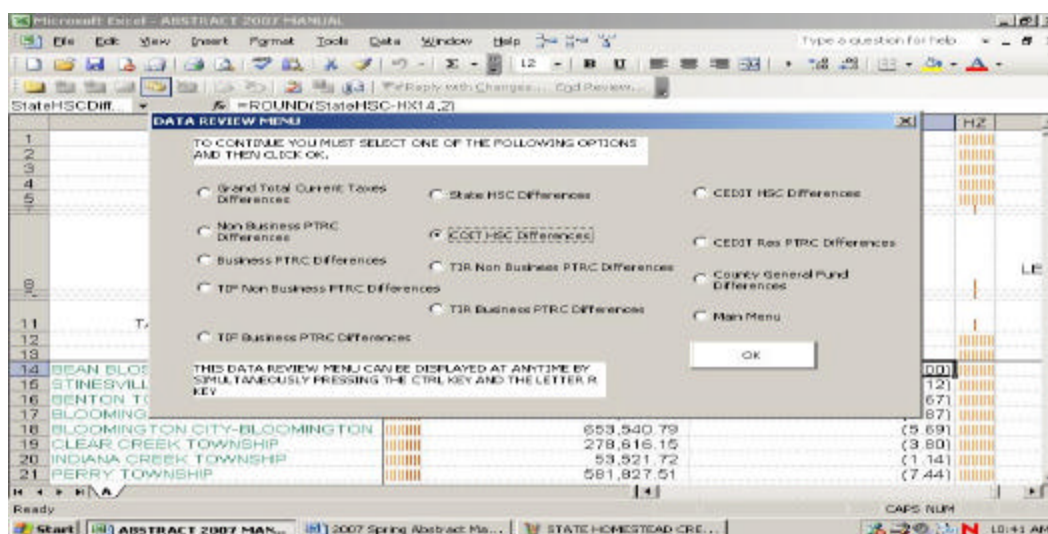
	HW	HX	HY	HZ
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14	BEAN BLOSSOM TOWNSHIP	97,304.42	(2.00)	
15	STINESVILLE TOWN	2,977.50	(0.12)	
16	BENTON TOWNSHIP	185,409.42	(2.67)	
17	BLOOMINGTON TOWNSHIP	319,864.74	(3.87)	
18	BLOOMINGTON CITY-BLOOMINGTON	653,540.79	(5.69)	
19	CLEAR CREEK TOWNSHIP	278,616.15	(3.80)	
20	INDIANA CREEK TOWNSHIP	53,521.72	(1.14)	
21	PERRY TOWNSHIP	581,827.51	(7.44)	

### Some common reasons for differences greater than rounding:

1. The State Homestead Credit amount reported in Section 5, Column 11 does not agree with the tax duplicate.
2. The worksheet State Homestead Credit Rate does not agree with the State Homestead Credit used to calculate Tax Statements.
3. The Net Residential Value was not entered in Section 1B, Column 35 or the amount entered does not agree with tax duplicates.

After the STATE HSC Differences have been verified, then simultaneously press the CTRL "R" keys to return to the "DATA REVIEW MENU".

If applicable, the next data to be reviewed is the COIT HSC Differences. To review the COIT HSC Differences, select the COIT HSC Differences button and click the OK button.



The calculation of the Less COIT Homestead Credit Review Area column is as follows: Net Residential Taxes times the Approved Tax Rate divided by 100 equals the Gross Residential Taxes. Next, take the Gross Residential Taxes time the Non Business PTRC rate divided by 100 equals the Residential Property Tax Replacement Credit. The Gross Residential Taxes minus the Residential PTRC equals the Net Residential Taxes. The Net Residential Taxes time the COIT HSC Rate divided by 100 equals the Review Area of COIT Homestead Credit.

**Net Residential Value (Section 1B, Column 35) X Approved Tax Rate  
(Section 1B, Column 34) ÷ 100 = Gross Residential Taxes**

**Gross Residential Taxes X Non Business PTRC Rate ÷ 100 =  
Residential Property Tax Replacement Credit**

**Gross Residential Taxes minus Residential Property  
Tax Replacement Credit = Net Residential Taxes**

**Net Residential Taxes X COIT HSC Rate ÷ 100 =  
Review Area COIT Homestead Credit**

The amount in the Difference Column of the COIT Homestead Credit review area equals the difference between the calculated COIT HSC amount and the COIT HSC amount entered in Section 5, Column 12. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The larger the dollar amount of the COIT homestead credit the larger the rounding difference will be. The difference column should rarely equal zero.

	A	HZ	IA	IB	IC
1					
2					
3			REVIEW AREA	REVIEW AREA	
4					
5			SEC 5 COL 12		
6					
7					
8			LESS COIT HOMESTEAD CREDIT	DIFFERENCE	LESS
9					
10					
11	TAXING DISTRICTS				
12					
13					
14	BEAN BLOSSOM TOWNSHIP		27,800.97	(0.57)	
15	STINESVILLE TOWN		850.72	(0.04)	
16	BENTON TOWNSHIP		52,973.04	(0.77)	
17	BLOOMINGTON TOWNSHIP		91,390.23	(1.10)	
18	BLOOMINGTON CITY-BLOOMINGTON		166,725.42	(1.62)	
19	CLEAR CREEK TOWNSHIP		79,604.61	(1.08)	
20	INDIANA CREEK TOWNSHIP		15,291.61	(0.33)	
21	PERRY TOWNSHIP		166,292.68	(2.13)	

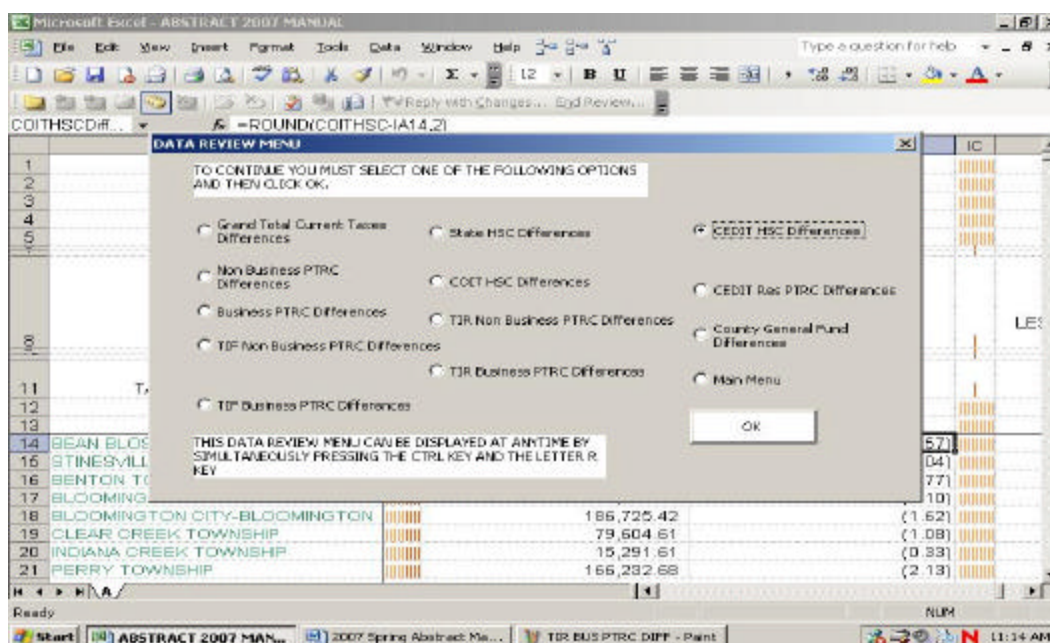
### Some common reasons for differences greater than rounding:

1. The COIT Homestead Credit amount reported in Section 5, Column 12 does not agree with the tax duplicate.
2. The worksheet COIT Homestead Credit Rate does not agree with the COIT Homestead Credit used to calculate Tax Statement.
3. The Net Residential Value was not entered in Section 1B, Column 35 or the amount entered does not agree with tax duplicates.

After the COIT HSC Differences have been reviewed, then simultaneously press the CTRL "R" keys to return to the "DATA REVIEW MENU".

If applicable, the next data to be reviewed is the CREDIT HSC Differences. To review the CREDIT HSC Differences, select the CREDIT HSC Differences button and click the OK button.





The calculation of the Less CEDIT Homestead Credit Review Area column is as follows: Net Residential Taxes times the Approved Tax Rate divided by 100 equals the Gross Residential Taxes. Next, take the Gross Residential Taxes time the Non Business PTRC rate divided by 100 equals the Residential Property Tax Replacement Credit. The Gross Residential Taxes minus the Residential PTRC equals the Net Residential Taxes. The Net Residential Taxes time the CEDIT HSC Rate divided by 100 equals the Review Area of CEDIT Homestead Credit.

**Net Residential Value (Section 1B, Column 35) X Approved Tax Rate  
(Section 1B, Column 34) ÷ 100 = Gross Residential Taxes**

**Gross Residential Taxes X Non Business PTRC Rate ÷ 100 =  
Residential Property Tax Replacement Credit**

**Gross Residential Taxes minus Residential Property  
Tax Replacement Credit = Net Residential Taxes**

**Net Residential Taxes X CEDIT HSC Rate ÷ 100 =  
Review Area CEDIT Homestead Credit**

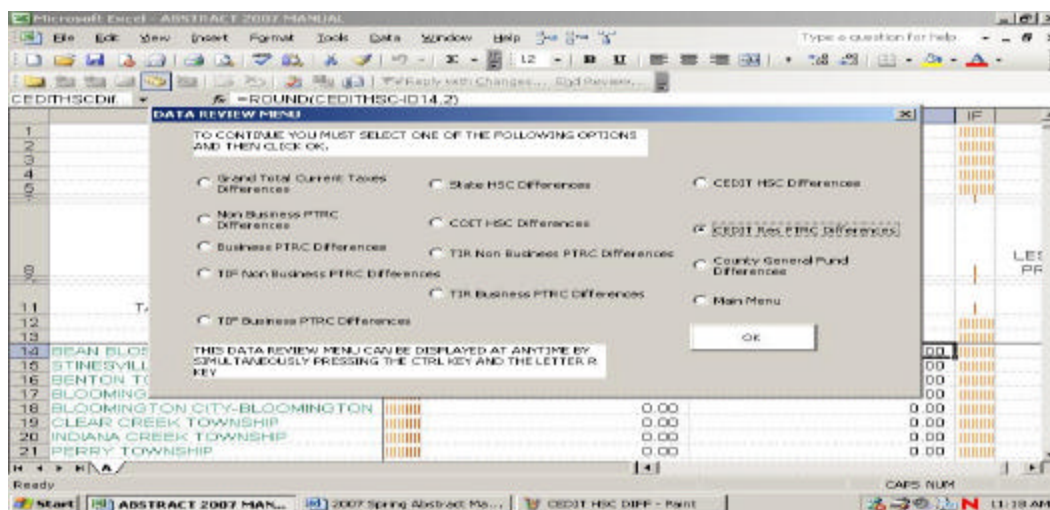
	IC	ID	IE	IF
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14		0.00	0.00	0.00
15		0.00	0.00	0.00
16		0.00	0.00	0.00
17		0.00	0.00	0.00
18		0.00	0.00	0.00
19		0.00	0.00	0.00
20		0.00	0.00	0.00
21		0.00	0.00	0.00

### Some common reasons for differences greater than rounding:

1. The CREDIT Homestead Credit amount reported in Section 5, Column 13 does not agree with the tax duplicate.
2. The worksheet CREDIT Homestead Credit Rate does not agree with the CREDIT Homestead Credit used to calculate Tax Statement.
3. The Net Residential Value was not entered in Section 1B, Column 35 or the amount entered does not agree with tax duplicates.

After the CREDIT HSC Differences have been verified, then simultaneously press the CTRL "R" keys to return to the "DATA REVIEW MENU".

The next data to be reviewed is the CREDIT Residential Property Tax Credit Differences. To review the CREDIT Residential Property Tax Credit differences, select the CREDIT Residential Property Tax Credit Differences button and click the OK button.



The calculation of the Less CREDIT Residential Property Tax Credit Review Area column is the Gross CREDIT Residential Taxes times the CREDIT Residential Property Tax Credit rate divided by 100. The Gross CREDIT Residential taxes are the Net CREDIT Residential Value (Section 1B, Column 36) times the approved property tax rate (Section 1B, Column 34) divided by 100.

**Net CREDIT Residential Value (Section 1B, Column 36) X Approved Tax Rate (Section 1B, Column 34) ÷ 100 = Gross CREDIT Residential Taxes**

**Gross CREDIT Residential Taxes X CREDIT Residential Property Tax Credit Rate ÷ 100 = CREDIT Residential Property Tax Credit**

TAXING DISTRICTS	LESS CREDIT RESIDENTIAL PROPERTY TAX CREDIT	DIFFERENCE
BEAN BLOSSOM TOWNSHIP	0.00	0.00
STINESVILLE TOWN	0.00	0.00
BENTON TOWNSHIP	0.00	0.00
BLOOMINGTON TOWNSHIP	0.00	0.00
BLOOMINGTON CITY-BLOOMINGTON	0.00	0.00
CLEAR CREEK TOWNSHIP	0.00	0.00
INDIANA CREEK TOWNSHIP	0.00	0.00
PERRY TOWNSHIP	0.00	0.00

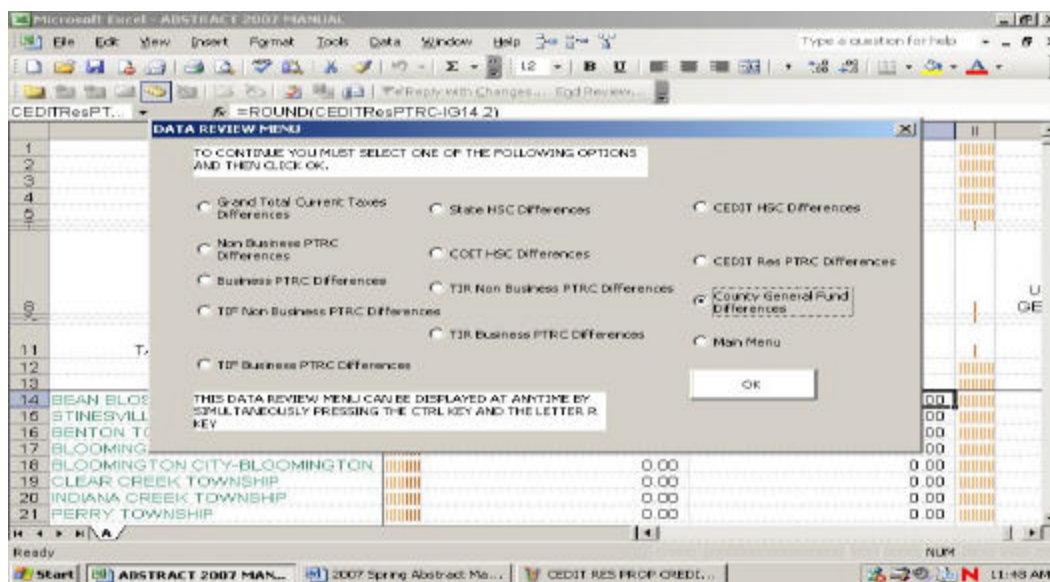
### Some common reasons for differences greater than rounding:

1. The CREDIT Residential Property Tax Credit amount reported in Section 5, Column 14 does not agree with the tax duplicate.
2. The worksheet CREDIT Residential Property Tax Credit Rate does not agree with the CREDIT Residential Property Tax Credit Rate Credit used to calculate Tax Statement.
3. The Net Residential Value was not entered in Section 1B, Column 36 or the amount entered does not agree with tax duplicates.

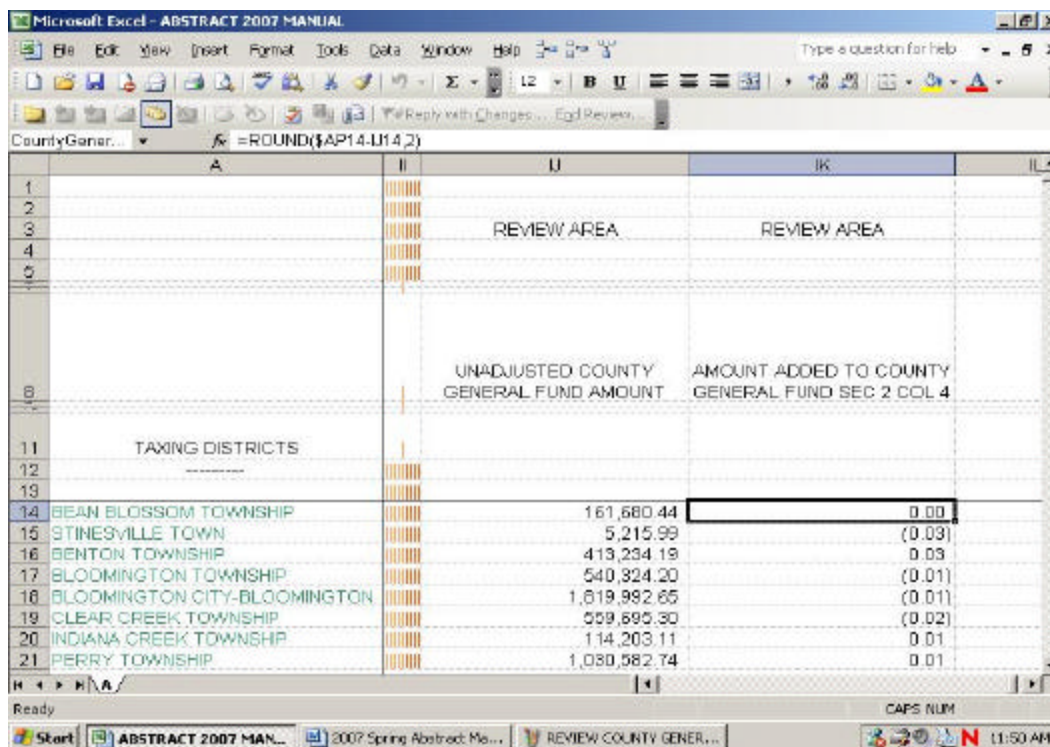
After the CREDIT Residential Property Tax Credit Differences have been verified, then simultaneously press the CTRL "R" keys to return to the "DATA REVIEW MENU".



The next data to be reviewed is the County General Fund Differences. To review the County General Fund differences, select the County General Fund Differences button and click the OK button.



After clicking OK you will be taken to the County General Fund Review Area and Differences columns.





The worksheet allocates the Grand Total Current Taxes less the Circuit Breaker amounts to the funds in Sections 2 through 4. The Grand Total Current Taxes amount is allocated by the fund tax rate. Whenever this allocation is done the individual fund amounts may not add to the Grand Total Current Taxes amount, because of rounding. In this abstract worksheet all of the rounding adjustments have been made to the County General Fund amount. The Review Area column labeled "Amount Added to County General Fund" is the rounding adjustment added to the County General Fund. These rounding adjustments should only be a few cents. If there are any adjustments greater than a few cents, then contact the State Auditor's Office immediately.

After all of the data review has been completed, then simultaneously press the CTRL "M" keys to return to the MAIN MENU.

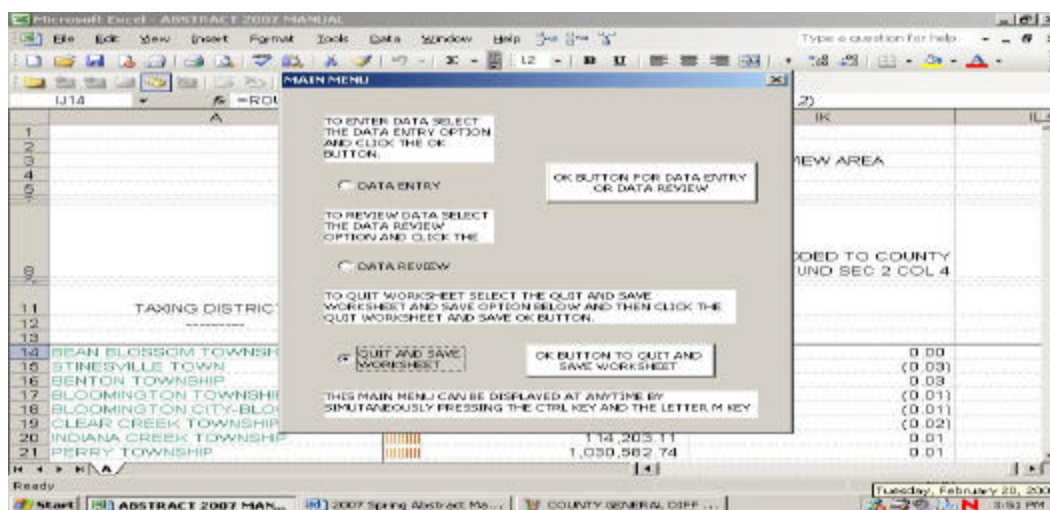
This concludes the worksheet data review.

# PART IV

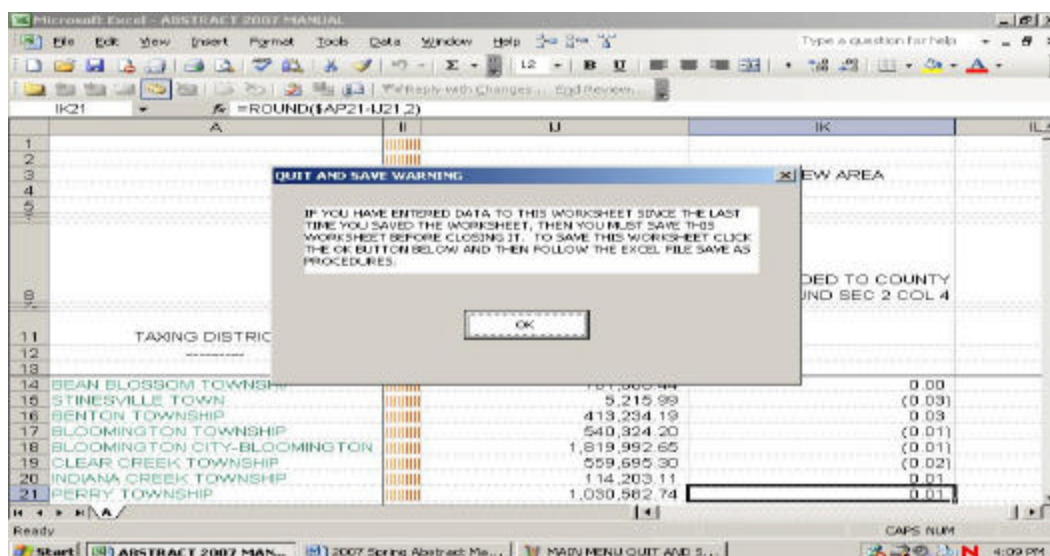
## **SAVING ABSTRACT WORKSHEET**

## SAVING WORKSHEET

You must save the worksheet before closing it. From the MAIN MENU select the QUIT AND SAVE WORKSHEET button and click the OK BUTTON TO QUIT AND SAVE WORKSHEET.



After you have read and understood the instructions, click the OK button.



After clicking OK, then the Excel worksheet menu bar can be used to save the worksheet.

From the Excel menu bar select File and then select Save As. In the Save As box locate where you want to save the worksheet, then click the Save button.

# PART V

## **ABSTRACT DETAILED INFORMATION AND GENERAL INSTRUCTIONS**



## GENERAL INFORMATION

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The abstract of taxes is to be prepared as soon as the tax duplicates are completed, **but not before**. In the past, problems have occurred at December Settlement with abstract charges being different than the charges shown on the abstract filed with the Auditor of State's Office. What appears to be occurring is that abstracts are being prepared from abstract worksheets, produced by the county's computer system, that have been generated prior to the production of the tax duplicates. Careful attention needs to be taken in the generation of the abstract worksheets from the county's computer system. Calculate tax duplicates first and generate abstract worksheets immediately following. **Do not generate abstract worksheets from the county's computer system prior to calculating tax duplicates.** If the abstract worksheet is produced from the county's computer system and changes are made to tax parcels after the production of the abstract worksheet and prior to the production of the tax duplicates, then the abstract worksheet and abstract will not agree with the tax duplicates. In these instances the worksheets will need to be printed again. If the worksheets are not printed again, then at December Settlement the county's computer system will report as abstract charges the amounts from the tax duplicates and not what was on the abstract worksheet and the abstract. The premature production of the abstract worksheets is possibly the reason behind differences in abstract charges occurring at December Settlement.

After the tax duplicates have been calculated, any changes made to tax parcels **must be done** with a Certificate of Error, Auditor's Charges, Auditor's Assessments and Added Assessments. If changes are made without using the appropriate procedure, then at December Settlement the county's computer system will report, as abstract charge amounts, amounts that are different than what was on the abstract worksheet and abstract.

Please, do not delay filing the abstract of taxes. In the past counties have waited to file the abstract of taxes at the same time the June Settlement is filed. This is **unacceptable**; first because the abstract **should be filed and approved** before tax statements are mailed, secondly it is not fair to other counties for us to have to process an abstract when we should be processing June Settlements.

An incentive to file the abstract as soon as possible should be the property tax replacement credit and homestead credit distributions. These distributions are based on the amounts reported on the abstract of taxes and the amounts reported on the abstract generally increase from one year to the next.

Distributions made prior to receiving the current year abstract are based on the prior year abstract. As soon as the current year abstract is approved, then the distributions are based on the current year abstract.

The abstract of taxes is the report of the current and delinquent real estate taxes, current and delinquent utility taxes, current and delinquent non business personal property, current and delinquent business personal property taxes, and delinquent mobile home taxes. **Current mobile home taxes are not reported on the abstract, they are reported as added Charges and Assessments at December Settlement.**

The current taxes reported on the abstract must agree with the assessments, deductions, and current taxes in the real estate, utility, non business personal property and business personal property tax duplicates. Some counties may not have a separate utility tax duplicate. Some counties may include the utility assessments and taxes in the business personal property tax duplicate.

The delinquencies reported on the abstract must agree with the delinquencies in the real estate, utility, personal property, and mobile home tax duplicates, and should also agree with the delinquencies reported at the previous December Settlement plus the penalties added after that settlement.

**The assessments and total taxes reported on the abstract are not computed, it is a summary report of the tax duplicates.**

### **Taxing Districts -**

If you have a TIF district(s), then they must be listed at the bottom of the abstract. Above the TIF district(s) are the township, town and city taxing districts. These taxing districts are loaded to the abstract worksheet by the Department of Local Government Finance. The abstract worksheet has a specific location at the bottom of the abstract for TIF district(s).

In the following instructions references are made to taxing district lines, and TIF district lines. **Taxing district lines** are the township, town, and city taxing district lines at the top of the abstract. **TIF district lines** are the TIF district lines at the bottom of the abstract.

## SECTION 1A DETAILED INFORMATION:

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### **Section 1A and 1B:**

The assessment values and deductions reported in Sections 1A and 1B must agree with the assessment values and deductions in the real estate, utility, non business personal property and business personal property tax duplicates. Some counties may not have a separate utility tax duplicate and utility assessments and taxes may be in the business personal property tax duplicate

### **Section 1A; Real Estate and Non-Business Personal Property**

**NOTE: GOVERNMENT PARCELS ARE NOT INCLUDED ON THE ABSTRACT**

#### **Section 1A, Column 1**

Section 1A, Column 1 is the total residential and nonresidential real estate land value. These amounts must agree with the gross land value from the real estate tax duplicate. Do not show the residential and nonresidential values separately; show them as one amount in column 1. The gross land values are normally in column 1 of the tax duplicate.

#### **Section 1A, Column 2**

Section 1A, Column 2 is the total residential and nonresidential real estate improvement value and must agree with the gross improvement value from the real estate tax duplicate. Do not show the residential and nonresidential values separately; show them as one amount in column 2. The gross improvement values are normally in column 2 of the tax duplicate.

#### **Section 1A, Column 3**

Section 1A, Column 3 is the total of columns 1 and 2. The abstract worksheet calculates this total.

If there is a TIF district(s) **do not enter any amounts** on the TIF district line for columns 1 through 3. The TIF land and improvement increment values are to be included in the land and improvement values reported on the taxing district line of the taxing district where the TIF district is located.

## Section 1A, Columns 4 through 13

In Columns 4 through 13, enter real estate deductions. Deduction amounts are entered as positive amounts and are deducted as the taxing district lines are calculated across.

Deduction amounts may have to be obtained from some source other than the tax duplicate. Deduction amounts may not be sufficiently detailed in the tax duplicate to complete Columns 4 through 13 of Section 1A. One source for obtaining the deduction amounts will be the assessor's books, or valuation reports. If a source other than the tax duplicate is used, then **make sure** the total deduction in the other source agrees with the total deductions in the tax duplicates. If they do not agree, the deduction amounts reported in Section 1A will be incorrect and will cause the abstract to be incorrect.

**If a deduction(s) exist for your county that is not listed in columns 4 through 13, then contact the Auditor of State's Office for corrective measures.**

If there is a TIF district(s), **do not** enter amounts on the TIF district line for columns 4 through 13.

## Section 1A, Column 14

If there is a TIF District(s) that includes real estate increment value(s), then the increment value(s) are to be entered in Section 1A, Column 14.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide those values. Questions concerning TIF increment value(s) will have to be directed to the Department of Local Government Finance.

On the **taxing district line** of the taxing district where the TIF District is located, enter the increment value as a **positive amount**. The increment value will be deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF district line** at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On the TIF District line the increment value will be added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.



In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the Taxing District line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

**Do not use column 14 for anything other than TIF increment value.** If there is no TIF district(s) that has real estate increment value(s), then this column will be blank.

### **Section 1A, Column 15**

Section 1A, Column 15 is the net value of real estate and must agree with the net value of real estate from the real estate tax duplicate. The net value is in column 4 of most tax duplicates. Column 15 is obtained by subtracting columns 4 through 14 from column 3. The abstract worksheet calculates this total.

Section 1A, Column 15 of the TIF district(s) line will equal the increment value entered in column 14, except that the amount in column 15 will be a positive amount. The worksheet program calculates this column as long as the increment value was entered on the TIF district(s) line in column 14 as a negative (-) amount.

Taxing districts that have TIF District(s), the amount in column 15 on the taxing district line of the taxing district where the TIF District is located; plus the amount in column 15 on the TIF District line should equal the tax duplicate net real estate value of the taxing district.

### **Section 1A, Column 16**

Section 1A, Column 16 is the personal property other than business personal property. This amount can be obtained from the personal property tax duplicate column 1.

### **Section 1A, Columns 17 and 18**

In columns 17 and 18 enter the personal property other than business personal property deductions. Deduction amounts are entered as positive amounts and are deducted as the taxing district lines are calculated across.

**Section 1A, Column 19**

If there is a TIF District(s) that includes personal property other than business personal property increment value(s), then the increment value(s) are to be entered in Section 1A, Column 19.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide those values. Questions concerning TIF increment value(s) will need to be directed to the Department of Local Government Finance.

On the **taxing district line** of the taxing district where the TIF District is located, enter the increment value as a **positive amount**. The increment value will be deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF district line** at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On the TIF District line the increment value will be added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the Taxing District line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

**Do not use column 19 for anything other than TIF increment value.** If there is no TIF district(s) that has personal property other than business personal property increment value(s), then this column will be blank.

**Section 1A, Column 20**

Section 1A, Column 20 is the personal property other than business personal property net value and must agree with the net value personal property other than business personal property in the personal property tax duplicate. The net value is in column 4 of most tax duplicates.

**Section 1A, Column 21**

Section 1A, Column 21 is the grand total of the net real estate and non business personal property and must agree with the values in the tax duplicate. The amount in this column is the total of columns 15 and 20. The worksheet calculates this total.

## **SECTION 1B BUSINESS PERSONAL PROPERTY AND TOTAL VALUATIONS**

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### **Section 1B, Column 22**

Section 1B, Column 22 is the state and local assessed utility and railroad values. The values will be found either in a separate utility tax duplicate, or in a section of the business personal property tax duplicate. The values are normally in column 1 of the tax duplicate.

### **Section 1B, Column 23**

Section 1, Column 23 is the gross business personal property tax values other than the utility and railroad values. The business personal property values are normally in column 1 of the tax duplicate.

### **Section 1B, Column 24**

Section 1B, Column 24 is the total of columns 22 and 23. The abstract worksheet calculates this total.

If there is a TIF district(s) that includes business personal property tax **do not** enter any amounts on the TIF district line for columns 22 and 23. The TIF increment value is to be included in the values reported on the taxing district line of the taxing district where the TIF district is located.

### **Section 1B, Columns 25 through 30**

Section 1B, Columns 25 through 30 is where the business personal property tax deductions are reported. As with the real estate deductions, business personal property tax deduction amounts may have to be obtained from some source other than the tax duplicate. The tax duplicates may not sufficiently detail the deductions to complete these columns. The other source may be the assessor's book, or valuation reports. If a source other than the tax duplicate was used, then make sure the total deductions in the other source agrees with the total deductions in the tax duplicates; if they do not agree, then the values reported in Section 1B will be incorrect. This will cause the abstract to be incorrect.

The deduction amounts entered in columns 25 through 30 are entered as positive amounts and are subtracted as the taxing district line is calculated across.

**If there is a deduction that exists for your county that is not listed in columns 25 through 30, then contact the Auditor of State's Office for corrective measures.**

### **Section 1B, Column 31**

If there is a TIF District(s) that includes business personal property increment value(s), then the increment value(s) are to be entered in Section 1B, Column 31.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide these values. Questions concerning TIF increment value(s) will have to be directed to the Department of Local Government Finance.

On the **Taxing District** line of the taxing district where the TIF district is located, enter the TIF increment value as a **positive amount**. On this line the increment value is deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF District** line at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On this line the increment value is added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the taxing district line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

**Do not use column 31 for anything other than TIF increment value.** If no TIF district(s) have business personal property increment value(s), then this column will be blank.

### **Section 1B, Column 32**

Section 1B, Column 32 is the net value of utility, railroad and business personal property. The net value in this column must agree with the net value in the utility, and business personal property tax duplicate. The net value is in



column 4 of most tax duplicates. Column 32 is obtained by subtracting columns 25 through 31 from column 24. The abstract worksheet calculates this total.

Section 1B, Column 32 the TIF district(s) line will equal the increment value entered in column 31, except that the amount in column 32 will be a positive amount. The abstract worksheet calculates this column as long as the increment value on the TIF district(s) line in column 31 was entered as a negative amount.

Taxing districts that have TIF District(s), the amount in column 32 on the taxing district line of the tax district where the TIF District is located, plus the amount in column 32 on the TIF District line, should equal the tax duplicate net utility and business personal property value of the taxing district.

### **Section 1B, Column 33**

Section 1B, Column 33 is the grand total of net real estate, non-business personal property, state and local assessment of railroad, utilities and business personal property.

### **Section 1B, Column 34**

Section 1B, Column 34 is where the taxing district total tax rate is entered. The abstract worksheet calculates this by copying the total tax rate from the tax rate area of the worksheet. If there is a TIF district(s), then the tax rate on the TIF District line of Section 1, Column 34 is the total taxing district rate of the taxing district where the TIF District is located. If there is a TIF District and there is no TIF District rate in Column 34, then verify that the TIF District tax rate has been entered. Please refer to Part II of this manual "TIF Data Entry" for an example.

### **Section 1B, Column 35**

Section 1B, Column 35 is where the net residential real estate value eligible for homestead credit is entered. If a homestead credit amount is entered in Section 5, Column 11 for a taxing district, then there **must be** a net residential real estate value entered in Section 1B, Column 35. If there is a TIF District with residential real estate values eligible for homestead credit, then the residential values must be entered in the TIF District line of Section 1B, Column 35.

**Section 1B Column 36**

Section 1B, Column 36 is where the net residential value for CEDIT residential property tax credit amount is entered. If there is a TIF District with net residential value eligible for CEDIT residential property tax credit, then the net residential value eligible for CEDIT residential property tax credit values must be entered in the TIF District line of Section 1B, Column 36.

## SECTION FIVE DETAILED INFORMATION:

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### Delinquent Taxes and Penalties

The delinquent taxes and penalties that are to be reported in Section 5 Columns 16, 17, 18 and 19 are the delinquent taxes and penalties from the previous December Settlement plus the penalties added after that settlement.

Generally the amounts for this part of the abstract are from fall penalty reports that were produced as a part of the December Settlement. For systems that do not produce such reports, then the amounts are obtained from the previous year tax duplicates.

The delinquent taxes and penalties that are to be reported are the real estate, utility, personal property, and mobile home delinquent taxes and penalties. This part of the abstract is the only part of the abstract where mobile home taxes are included, but only the delinquent taxes and penalties, **the current mobile home taxes are not reported on the abstract**. Current mobile home taxes are reported as added charges at December Settlement.

If there are TIF district(s) that have delinquent increment taxes, then those delinquencies are to be reported on the TIF district lines in the appropriate columns.

### Section 5, Column 16

Section 5, Column 16 is where the delinquent real estate, utility, personal property and mobile home tax at the last December settlement is entered. This amount should agree with the total of the delinquent tax carried to the new duplicate column of the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree with the total of lines 25, 26 and 29 of the previous year December Settlement Sheet.**

### Section 5, Column 17

Section 5, Column 17 is where the delinquent real estate, utility, personal property and mobile home penalties delinquent at the last December settlement are entered. This column should agree with the total of the delinquent 10% penalty on current first installment, delinquent 10% penalty on former year's taxes and delinquent penalties and interest unpaid columns of

the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree with the total of lines 27, 28 and 30 of the previous year December Settlement Sheet.**

### **Section 5, Column 18**

Section 5, Column 18 is where the 10% penalty added on the delinquent second installment of real estate, utility, personal property and mobile home taxes is entered. This column should agree with the total of the 10% penalty on the second installment delinquent column of the previous year real estate, utility, personal property and mobile home tax duplicate. **The grand total of this column should agree, within a rounding difference, 10% of line 25 of the previous year December Settlement Sheet.**

### **Section 5, Column 19**

Section 5, Column 19 is where the 10% penalty added on the delinquent prior year's taxes of real estate, utility, personal property and mobile home taxes is entered. This column should agree with the total of the 10% penalty on delinquent tax unpaid column of the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree, within a rounding difference, 10% of line 29 of the previous year December Settlement Sheet.**

### **Section 5, Column 20**

Section 5, Column 20 equals the total of Section 5, Columns 17, 18 and 19. The abstract worksheet calculates this column for you. This column should also agree with the total of the delinquent penalties and interest carried to the new duplicate column of the previous year real estate, utility, personal property and mobile home tax duplicates and **must** agree with the delinquent penalties amount in the current year tax duplicate.

### **Section 5, Column 21**

Section 5, Column 21 is the total of Section 5, Columns 16 and 20. The abstract worksheet calculates this total.



## Section 5 – Grand Total Current Taxes

### Section 5, Column 3

Section 5, Column 3 is where the grand total current taxes are entered. The grand total current tax amount includes the gross real estate, non business personal property, utility and business personal property taxes plus the real estate, utility, non business personal property and business personal property statement processing charges, and the late assessment penalties on non business personal property and business personal property.

If there is a TIF District(s), then the current gross taxes on the TIF increment value is entered on the TIF District line in Column 3 Section 5. The TIF District current tax amount can be calculated by either using the State Board of Accounts TIF program, manually, or your tax system may provide this amount. Please refer to Part II of this manual “TIF Data Entry” for an example.

The amount is calculated manually by dividing the TIF District net value in Section 1B, Column 33 by 100, then multiply that amount times the tax rate in Section 1B, Column 34. **If the calculated TIF current tax amount is not evenly divisible by two, then the amount should be adjusted up or down so that it is evenly divisible by two.**

**The current tax amount entered on the taxing district line of the taxing district where the TIF District is located must be reduced by the TIF current tax amount.**

The Grand Total Current Tax Amount entered in Column 3 of Section 5 must agree with the Tax Duplicate Gross Tax Amount **including** statement processing charges and late assessment penalties.

If there is a TIF District(s), then the grand total current tax amount entered on the taxing district line of the taxing district where the TIF District is located plus the grand total current tax amount entered on the TIF District line must agree with the tax duplicate gross tax amount including statement processing charges and late assessment penalties.

## TESTING THE TAX CALCULATIONS IN THE TAX DUPLICATE

On the grand total line of each of the tax duplicates take the net value of taxable property column of the tax duplicate, and divide it by 100, then take this amount times the total tax rate to get the calculated total gross taxes. Take the calculated total gross tax amount, and divide it by 2.

$$\text{Net Value} \div 100 \times \text{Total District Tax Rate} = \text{Gross Taxes}$$

$$\text{Gross Taxes} \div 2 = \text{Gross Tax per Installment}$$

Compare this calculation to the gross tax each installment amount in column 5 of the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing taxes calculated in total to the total of the individual tax statement calculations which is the grand total of column 5 of the tax duplicate.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the tax rate you used to test the duplicate calculations is the same rate used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

### Section 5, Column 4

Section 5, Column 4 - enter the statement processing charges. The amount entered in this column must agree with the total statement processing charges from the real estate, utility, and personal property tax duplicates.

### Section 5, Column 5

Section 5, Column 5, enter the late assessment penalties. The amount entered in this column must agree with the late assessment penalties from the personal property tax duplicate.

### Section 5, Column 6

Section 5, Column 6 equals Column 3 less Column 4 and Column 5. The abstract worksheet calculates this total.

**Section 5, Column 7**

Section 5, Column 7, enter the real estate and non business personal property tax replacement credit. The non business property tax replacement credit entered in column 5 does not include TIF non business property tax replacement credit. TIF Non Business property tax replacement credit is entered on the TIF District line in Section 5, Column 9.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 7 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 9 of the TIF District(s) line. In the TIF District line of Section 5, Column 7 entered the TIF TIR PTRC amount paid by the state. The remaining TIF non business property tax replacement credit is entered on the TIF District line in column 9.

**Section 5, Column 8**

Section 5, Column 8, enter the business personal property and utility business property tax replacement credit less the business property tax replacement credit on TIF increment. The business property tax replacement credit entered in column 8 does not include TIF business property tax replacement credit. TIF business property tax replacement credit is entered on the TIF District line in column 10.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 8 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 10 of the TIF District(s) line.

**Section 5, Column 9**

If there is a TIF District(s) where the taxpayers receive non business property tax replacement credit on the non business increment taxes, enter in column 9 on the TIF District line the non business property tax replacement credit as a positive amount.

The TIF District non business property tax replacement credit amount can be calculated by either using the State Board of Accounts TIF program, manually or your tax system may provide this amount.

The non business property tax replacement credit amount is calculated manually by first calculating the gross tax on the non business TIF increment

value. The gross TIF non business increment tax is multiplied times the non business property tax replacement credit rate to get the TIF non business property tax replacement credit amount.

The gross TIF non business increment tax is calculated by dividing the value that is on the TIF District line in Column 21, Section 1A by 100 and then multiplying this amount times the tax rate that is in Column 34, Section 1B.

The gross TIF non business increment tax from the above calculation is then multiplied times the non business property tax replacement credit rate in decimal format to get the TIF non business property tax replacement credit amount.

The calculated TIF non business property tax replacement credit amount **must be evenly divisible by 2**. If the calculated amount is not evenly divisible by 2, then the calculated amount must be rounded up, or down by 1, so that it is evenly divisible.

If there is a TIF district(s) where the taxpayers receive non business property tax replacement credit, then the non business replacement credit entered in Column 5 of Section 7 on the taxing district line of the taxing district where the TIF District is located, plus the non business replacement credit entered on the TIF District line in Column 9 of Section 5 must agree with the tax duplicate total non business replacement credit for the taxing district.

## **Section 5, Column 10**

If there is a TIF District(s) where the taxpayers receive business property tax replacement credit on the business increment taxes, enter in column 10 on the TIF District line the business property tax replacement credit as a positive amount.

The TIF District business property tax replacement credit amount can be calculated by either using the State Board of Accounts TIF program, manually or your tax system may provide this amount.

The business property tax replacement credit amount is calculated manually by first calculating the gross tax on the business TIF increment value. The gross TIF business increment tax is multiplied times the business property tax replacement credit rate to get the TIF business property tax replacement credit amount.



The gross TIF business increment tax is calculated by dividing the value that is on the TIF District line in Column 32, Section 1B by 100 and then multiplying this amount times the tax rate that is in Column 34, Section 1B.

The gross TIF business increment tax from the above calculation is then multiplied times the business property tax replacement credit rate in decimal format to get the TIF business property tax replacement credit amount.

The calculated TIF business property tax replacement credit amount **must be evenly divisible by 2**. If the calculated amount is not evenly divisible by 2, then the calculated amount must be rounded up, or down by 1, so that it is evenly divisible.

If there is a TIF District(s) where the taxpayers receive business property tax replacement credit, then the business replacement credit entered in Column 8 of Section 5 on the taxing district line of the taxing district where the TIF District is located, plus the business replacement credit entered on the TIF District line in Column 10 of Section 5 must agree with the tax duplicate total business replacement credit for the taxing district.

### **Separation of TIF Property Tax Replacement Credit**

The reason TIF replacement credit is entered in a separate column is that the state **does not** pay replacement credit on TIF taxes. The replacement credit entered in Columns 7 and 8 of Section 5 is the replacement credit amount that replacement credit distributions will be based on. The replacement credit entered in Columns 9 and 10 of Section 5 is the replacement credit the taxpayers receive on the TIF increment taxes that will not be paid by the state. If taxpayers in a TIF District receive replacement credit, then no one pays the replacement credit, because the taxpayers do not pay this amount of taxes since their taxes have been reduced by the replacement credit and the state does not pay replacement credit on TIF taxes. Consequently, the distribution made to the redevelopment commission at settlement time will be reduced by the amount of the property tax replacement credit that the taxpayer received.

The **only entries** in Columns 9 and 10 of Section 5 **will be on the TIF district lines**. There should **not** be any entries in Columns 9 and 10 of Section 5 on the taxing district lines. The TIF replacement credit amount is to be entered on the TIF District line, not on the taxing district line of the taxing district where the TIF District is located.

**No TIF Property Tax Replacement Credit**

If taxpayers in a TIF District do not receive replacement credit or in other words taxpayers pay 100% of the tax rate, then no replacement credit is entered in Columns 9 and 10 of Section 5 on the TIF district line and the distribution at settlement time to the redevelopment commission does not get reduced by the replacement credit.

## **TESTING THE TAX DUPLICATE NON BUSINESS PROPERTY TAX REPLACEMENT CREDIT AMOUNT**

To test the non business replacement credit calculations in the tax duplicates do the following calculation on the grand total line of each of the tax duplicates. Take the gross tax each installment column of the tax duplicate times the non business property tax replacement credit rate in decimal format to get the calculated non business property tax replacement each installment.

$$\text{Gross Tax Each Installment} \times \text{Non Business Property Tax Replacement Credit Rate (in decimal format)} = \text{Non Business PTRC Credit Amount per Installment}$$

Compare this calculation to the non business property tax replacement credit each installment amount in the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing the replacement calculated in total to the total of the individual tax statement calculations which is the replacement amount in the tax duplicate.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the non business replacement credit rate used to test the duplicate calculations is the same non business replacement credit used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

## TESTING THE TAX DUPLICATE **BUSINESS** PROPERTY TAX REPLACEMENT CREDIT AMOUNT

To test the business replacement credit calculations in the tax duplicates do the following calculation on the grand total line of each of the tax duplicates. Take the gross tax each installment column of the tax duplicate times the business property tax replacement credit rate to get the calculated business property tax replacement each installment.

$$\text{Gross Tax Each Installment} \times \text{Business Property Tax Replacement Credit Rate (in decimal format)} = \text{Business PTRC Credit Amount per Installment}$$

Compare this calculation to the business property tax replacement credit each installment amount in the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing the replacement calculated in total to the total of the individual tax statement calculations which is the replacement amount in the tax duplicate.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the business property tax replacement credit rate used to test the duplicate calculations is the same business property tax replacement credit used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

### Section 5, Column 11

In Section 5, Column 11, enter the real estate State Homestead Credit amount. For COIT and CEDIT HSC counties, the amount on the tax duplicate will mostly like be the total of STATE plus the COIT and or CEDIT total. **The amount entered in column 11 will be the STATE portion only.** The instructions on how to separate the STATE and COIT/CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF district(s) that has homestead credit on TIF increment taxes, then the TIF state homestead credit amount is entered on the TIF district line in Column 11 of Section 5. **The amount entered on the TIF district line in column 11 will be the STATE portion only.** The instructions on how to



separate the STATE and COIT/CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The state **does pay** homestead credit on TIF increment taxes and homestead credit distributions will be based on the grand total of Column 11 of Section 5.

The grand total of Column 11, Section 5 should be the same amount that is on Line 1 of the Abstract Cover Sheet.

### **Section 5, Column 12**

In Section 5, Column 12, enter the real estate COIT homestead credit amount. **This column only applies to COIT counties who have added homestead credits.** For COIT counties, the amount on the tax duplicate will mostly like be the total of STATE plus the COIT total. **The amount entered in column 12 will be the COIT portion only.** The instructions on how to separate the STATE and COIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The COIT homestead credit **does apply** to TIF increment taxes and COIT homestead credit distributions will be based on the grand total of Column 12 of Section 5.

The grand total of Section 5, Column 12 should be the same amount that is on Line 2 of the Abstract Cover Sheet.

### **Section 5, Column 13**

In Section 5, Column 13, enter the real estate CEDIT homestead credit amount. **This column only applies to CEDIT counties who have added homestead credits.** For CEDIT counties, the amount on the tax duplicate will mostly like be the total of STATE plus the CEDIT total. **The amount entered in column 13 will be the CEDIT portion only.** The instructions on how to

separate the STATE and CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The CEDIT homestead credit **does apply** to TIF increment taxes and CEDIT homestead credit distributions will be based on the grand total of Column 13 of Section 5.

The grand total of Section 5, Column 13 should be the same amount that is on Line 3 of the Abstract Cover Sheet.

## NOTE

**All counties will have the STATE HSC, but some counties have all three Homestead credit amounts STATE, COIT and CEDIT**

## **TESTING THE TAX DUPLICATE HOMESTEAD CREDIT AMOUNT**

On the taxing district's final real estate page take the total net residential value and divide it by 100 and multiply times the taxing district total tax rate (in decimal format) to get the gross residential real estate property tax amount. Then multiply the gross residential real estate property tax amount times the non business property tax replacement credit rate (in decimal format) to get the property tax replacement credit amount on residential real estate taxes. Subtract the residential property tax replacement credit amount from the gross real estate residential property tax amount to get the net residential real estate property tax amount. Multiply the net real estate residential property tax amount times the total homestead credit rate (in decimal format) to get the calculated homestead credit amount. Divide the calculated homestead credit amount by 2 to get the per installment calculated amount.

**Net Residential Value X Tax District Rate (in decimal format) =  
Gross Residential Property Taxes**

**Gross Residential Property Taxes X Non Business PTRC Rate (in decimal  
format) =  
PTRC on Residential Property Taxes**

**Gross Residential Taxes - Residential PTRC Property Tax Amount =  
Net Residential Property Tax Amount**

**Net Residential Property Taxes X TOTAL HSC Rate (in decimal format) =  
HSC Amount**

Compare the calculated amount to the tax duplicate amount. The two amounts will differ by a small amount, which is a rounding difference. If the two amounts differ by more than a small amount, then recheck the calculations and verify that the homestead credit rate used to calculate tax statements is correct.

### **Section 5, Column 14**

In Section 5, Column 14 enter the of CEDIT Residential Property Tax Credit amount. This amount only applies to counties that have properties which qualify for the CEDIT Residential Property Tax Credit. The amount of the credit is the amount by which the person's property tax liability attributable to

the person's real property and personal property for property taxes first due and payable in that calendar year exceeds two percent (2%) of the gross assessed value that is the basis for determination of property taxes on the real property and personal property for property taxes first due and payable in that calendar year.

**Section 5, Column 15**

Section 5, Column 15 is equal to Section 5, Column 3 less Columns 7 through 14. The abstract worksheet calculates this column for you.

**Section 5, Column 22**

Section 5, Column 22 equals Column 3 of Section 5 plus Column 21 of Section 5. The abstract worksheet calculates this column for you.



## SECTIONS 2 THROUGH 4

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Sections 2 through 4 are the sections where the apportionment of the Column 3 Section 5 less allocation area property tax replacement credit reimbursement and less Section 5 column 2 excess residential property tax credit amount is shown. The Column 3 Section 5 (Grand Total Current Taxes) amount is apportioned to each fund based on each individual fund rate.

**The abstract worksheet calculates the Sections 2 through 4 amounts using the tax rates that were entered by the Department of Local Government Finance in the tax rate section of the abstract worksheet.**

## TESTING SECTION 2 THROUGH 4 APPORTIONMENT CALCULATIONS

To calculate the apportionment's manually the Column 3 Section 5 amount is reduced by the allocation area property tax replacement credit reimbursement and the Section 5 Column 2 excess residential property tax credit then divided by the taxing district total tax rate. The amount from this calculation is multiplied times each individual fund rate to get the amount for each fund. The next step is to total the individual fund amounts and compare the total to the Column 3 Section 5 amount.

**Section 5, Column 3 – (allocation area property tax Replacement credit reimbursement) – (excess residential property tax credit)  
÷ Tax District Total Rate = Allocation Amount**

**Allocation Amount X Individual Fund Rate = Fund Amount**

**Total of Fund Amounts = Section 5, Column 3 within rounding**

The two amounts may differ by a few cents, if the two amounts do differ by a few cents, then it is due to rounding and the county general fund amount is adjusted by the rounding difference. If the two amounts differ by more than a few cents, then the calculations need to be rechecked.

At the end of the abstract worksheet there is a review area column and a difference column for the county general fund. It is in these columns where the rounding difference adjustments that have been made to the county general fund are shown.

If there is a TIF district(s), then the Column 3, Section 5 amount on the TIF District line will be allocated between the TIF column (column 25) in Section 4 and TIF Tax Replacement Levy column (column 19) in Section 4. If your county does not have TIF Tax Replacement Levy, then Column 3, Section 5 will be the amount from the TIF column (column 25) of Section 4.

**NOTE:** Not all TIF Districts will have a TIF Tax Replacement Levy. You will know if there is a rate, because the DLGF will certify a TIF Tax Replacement Levy rate if one exists.

The allocation between the TIF column (column 25) in Section 4 and the TIF Tax Replacement Levy column (column 19) in Section 4 will be based on the TIF tax rate and the TIF Tax Replacement Levy rate you entered when you entered TIF tax rates (see PART II of this manual). The only entries in Sections 2 through 4 on the TIF district lines will be in the TIF column (column 25) in Section 4 and if there is a TIF Tax Replacement Levy, then in the TIF Tax Replacement Levy column (column 19) in Section 4.

The only entries that should be in the TIF column (column 25) in Section 4 will be on the TIF district lines. There will be entries on both the TIF District lines and the taxing district lines in the TIF Tax Replacement Levy column (column 19) in Section 4.

## COVER SHEET

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The abstract cover sheet is to be completed, including the homestead credit schedule, and signed by the county auditor.

**Line 1** of the homestead credit schedule, enter the grand total of Section 5, Column 11.

**Line 2** of the homestead credit schedule, enter the grand total of Section 5, Column 12. Line 2 of the Cover Sheet and Section 5, Column 12 only applies to COIT counties who have added homestead credits. Please see the instructions for Section 5, Column 12.

**Line 3** of the homestead credit schedule, enter the grand total of Section 5, Column 13. Line 3 of the Cover Sheet and Section 5, Column 13 only applies to CEDIT counties who have added homestead credits. Please see the instructions for Section 5, Column 13.

**Line 4** of the homestead credit schedule is the total of lines 1 through 3.

The Cover Sheet contains information on all five sections. This information explains what combination of columns equals other columns in each of the sections. These instructions can serve as a quick reference when you are trying to determine what columns are combined for the totals.

**NOTE: The abstract worksheet calculates all total columns.**



## FILING ABSTRACT WITH STATE AUDITOR

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The abstract worksheet is to be filed with the Auditor of State's Office as soon as possible, after the tax duplicates are completed.

***The abstract worksheet is to be approved prior to mailing tax statements.***

For approval and to expedite the approval process, please email the abstract worksheet to [balyea@auditor.in.gov](mailto:balyea@auditor.in.gov) and [jcope@auditor.in.gov](mailto:jcope@auditor.in.gov).

If you do not have email, then send the abstract worksheet on diskette, or CD-ROM to:

**Auditor of State  
Settlement Director  
Room 237 B  
State House  
Indianapolis, IN 46204**

The Auditor of State's Office prints hard copies of the abstract worksheet once the abstract has been approved by the Auditor of State's Office. The official approval letter of the abstract will be sent to the county when we have received a **signed coversheet and one tax rate sheet** from your county.